

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

(Subject to approval at next Regular Governing Board meeting)

**Tuesday January 8, 2019
Santa Cruz Center Boardroom
5:00 p.m.**

1. GENERAL FUNCTIONS

1.01 Call to order

Meeting called to order at 5:01 p.m. by Chairperson, Mr. Nils Urman.

Board members present:

Dr. Angela Meixell, Vice Chair
Ms. Liz Collier
Mr. Nils Urman, Chairperson
Dr. Marcelino Varona
Mr. Victor Fontes

Staff present:

Dr. Stella Perez - Executive Director/CEO
Mr. Richard Brennan - CFO

1.02 Pledge of the Allegiance

Led by Dr. Angela Meixell

1.03 Adoption of Agenda

Upon motion by Ms. Liz Collier and second by Dr. Marcelino Varona, the agenda for the January 8, 2019 SCCPCCD Governing Board Meeting was accepted as presented.

MOTION CARRIES.

5-0

Approve:
Dr. Angela Meixell- Vice Chair
Ms. Liz Collier
Mr. Nils Urman – Chairperson
Dr. Marcelino Varona
Mr. Victor Fontes

Oppose:
None

1.04 PUBLIC COMMENT-CALL TO THE AUDIENCE

The Santa Cruz County Provisional Community College District Governing Board welcomes public comment on issues within the jurisdiction of the College. Comments will be limited to five minutes per individual. At the conclusion of public comment, individual Board members may respond to criticism made by those who 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, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal college processes are available to students and employees for communication.

No Public Comments

1.05 STANDING REPORTS INFORMATION

1.5.1 Chief Financial Officer (CFO) Mr. Richard Brennan

Financial reports were presented by Mr. Richard Brennan.
As of January 8, 2019, the SCCPCCD account has \$2,097,000.00.

- Mr. Brennan commented that there is a current balance of \$267,000.00 in the FTSE Account, which will be used as part of the Expenditure Limitation (EL) account for next fiscal year. The SCCPCCD expenditure limitation should be significantly lower next year based on this year's SCCPCCD FTSE (due to transition with Cochise College) but should gain momentum related to SCCPCCD's new PCC Partnership, Pima Community College (PCC) student enrollments, and future IGA developments.
- Dr. Varona asked how Cochise College helped with the \$134,000.00 paid from this year. Mr. Brennan explained that they contributed 1/3 of the total FTSE amount. Mr. Brennan also shared how this account can be utilized for future expenditures.
- The SCCPCCD Budget for the 2019-2020 is projected to be a more challenging year due to the expenditure limitation. Expenditures have been submitted and the

budget limitations have been set. The Board noted the budget and commented, even with the enrollment changes, SCCPCCD should still be in good standing for 2019-2020.

- Dr. Varona asked if SCCPCCD was paying any credit card fees or charges. Mr. Brennan replied that no fees or charges were being paid on any SCCPCCD accounts.

1.5.2 Chairperson of the Governing Board Mr. Nils Urman

Nothing to report

1.5.3 Members of the Governing Board

- Mr. Fontes, Dr. Meixell and Dr. Varona had no comments.
- Ms. Liz Collier commented on the Patagonia Union High School Career Fair. It will take place on March 8, 2019, and they are looking for more businesses to participate. There will be approximately 50 businesses and community partners, including SCCPCCD.

1.05.4 CEO & Chief Executive Officer Update: Dr. Stella Perez

A. Summary of weekly updates:

- Dr. Perez welcomed everyone back after the holiday break and commented on the 1st part of the new building signage. These are new graphic screens and digital images of students and faculty, and will cut back on glare and help with inclement weather loss.
- Dr. Perez announced that she would like to offer a “thank you” to Mr. Jack Lunsford and Mr. Richard Brennan for finalizing all materials in the SCCPCCD registration to the Arizona Retirement System (ARS). As of January 1, 2019, SCCPCCD is a full member of the ARS and all full time employees are participating.
- Dr. Perez shared updates on the SCC Ed Foundation and the DOE/GEAR UP Grant moving forward at the Santa Cruz Center (SCC). PCC has designated a room, space and technology resources for the center. The SCC School Superintendent Grants Team is working on the design, development and branding for the facility. Dr. Perez also noted that Santa Cruz County was the only K-12 Community College

partnership funded in Arizona. The other DOE/GEAR UP Grants went to ASU and Eastern Arizona College.

- Dr. Perez informed the Board that the grant was funded for 7 years at \$4.2 million dollars, through the SCC School Superintendent's Office but will support a student service technology based center and resource center at the SCC. The Grant will guide students from 7th grade thru their 1st full year of college.
- The Santa Cruz Center will continue to host Spring Semester 2019 ESL classes beginning on January 26, 2019. Classes will cost \$400.00, and will be offered in two sections on Mondays and Wednesdays from 5:00 p.m. to 8:00 p.m. Faculty are preparing curriculum and students continue to register. SCCPCCD is working with PCC Leadership to potentially offer the ESL courses by Fall 2019 and lead the ESL programs.

B. Outreach Plans:

Dr. Perez is scheduled to attend or host the following:

- Dr. Perez will be at the Community Foundation Core Grant Seminar for 2019 on January 22, 2019.
- Dr. Perez has been invited to attend the Arizona Commerce Authority meeting on January 28, 2019. They are interested in Santa Cruz County and what is happening in this area related to commerce and rural development.
- Dr. Perez will be working with SCCPCCD Leadership to host the SCC/PCC Chancellor's Luncheon on February 7, 2019 at Mr. C's.
- Dr. Perez has a request to host the Port Authority meeting on February 21, 2019. The meeting will be hosting a company named Tusimple Trucking as the industry guest.
- Dr. Perez commented that the ADOT staff, along with the Directors John Halikowski and Gail Lewis, will be meeting on March 7, 2019 with the SCC Team. They will be looking at placement and potential rollout for the community college highway signage.
- Dr. Perez will be the Patagonia Union High School Career Fair on March 8, 2019.

C. Pima Community College Update:

- Dr. Perez updated the Board on the external building signage and the timeline schedule by Effective Signs. The production crew will be onsite the week of January 15, 2019 for installation.
- Dr. Perez shared a copy of the PCC/SCC Spring 2019 Schedule of Classes flyer that was mailed to all addresses in the Nogales area. The SCCPCCD mailing permit was not able to clear promotion for all of Santa Cruz County, but will be ready for the Summer 2019 Class Schedule. There has been a very positive response to the promotional flyers, and students have come in to register with the flyer in hand. Dr. Varona also commented on the positive responses he has heard throughout the community on the flyers.
- Dr. Perez informed the board that Mr. Brian Nelson was out sick, and that Ms. Maricruz Ruiz was not able to stay for the SCCPCCD Board Meeting. Dr. Perez provided the PCC update and information.
- **With information provided by PCC Enrollment Officers**—Dr. Perez stated that Pima Community College Spring 2019 enrollment at SCC to date is: 347 duplicated headcount and 179 unduplicated headcount.
- The months of October, November and December 2018— 1,245 students were seen at the SCC for PCC Student Services by PCC Student Service Advisors.
- In December 2018, 68 students attended 1 of 3 scheduled PCC **'Returning Student Workshops'** at the Santa Cruz Center.
- Tentative dates for **PCC Financial Aid Workshops** for **'Incoming Students'** are February 13 and 27, 2019 from 2:00 p.m.-3:00 p.m.
- Tentative dates for **PCC Financial Aid Workshops** for **'Continuing Students'** are March 27 and 28, 2019 from 2:00 p.m.-3:00 p.m.

2. APPROVAL OF MINUTES

ACTION

2.01 **Acceptance of Minutes for November 13, 2018 Regular Meeting**

Upon motion by Dr. Angela Meixell, and seconded by Ms. Liz Collier, the SCCPCCD Board Minutes of November 13, 2019 were approved.

Approve:
Mr. Niles Urman - Chairperson
Dr. Marcelino Varona
Dr. Angela Meixell - Vice-Chair
Mr. Victor Fontes
Ms. Liz Collier

Oppose: None

3. INFORMATION ITEMS

INFORMATION

3.01 Discussion and Arizona State Legislative Updates by Clarus Companies LLC

- Mr. James Candland, Clarus Companies LLC joined the meeting via teleconference.
- Mr. Candland stated there have been approximately 152 Bills dropped and many education bills dropped. He noted that updates will be changing every week as Legislative Bills are dropped.
- Dr. Varona wanted to ensure that PCC and Maricopa County Community College are back in the formula for capital funding. He asked Mr. Candland if we might expect any of the Prop. 301 monies from 'Expect More Arizona' to help fund Provisional Community Colleges. Mr. Candland stated that he will be discussing this issue with Jack Lunsford and will make sure that SCCPCCD is "taken care of".

3.02 Discussion and Arizona Community College Legislative Updates by The Lunsford Group LLC

- Mr. Jack Lunsford, President, The Lunsford Group LLC
- Mr. Jack Lunsford attended the meeting via teleconference.
- Mr. Jack Lunsford was able to close on the Arizona State Retirement system.
- Progress on the ADOT signage and meeting coming up in March with Mr. John Halikowski, AZ State Director, and Ms. Gail Lewis, Director of International Affairs.
- Mr. Lunsford complimented Dr. Perez on her comments on behalf of the SCCPCCD and the Board, during the Fresh Produce Association Border Summit.
- Prop-301 efforts moving forward to recognize and meet the needs of Provisional Community Colleges. He is drafting research with Dr. Perez to support itemized

references for rural workforce development needs. He has received support from SCC business and industry groups, and Mr. Luis Ramirez indicated 4000 jobs need training along the Santa Cruz border.

- Mr. Varona spoke to Mr. Lunsford about 'Expect More Arizona' and working with them for support for Provisional Community Colleges.

4. ACTION ITEMS

ACTION

4.01 Discussion and possible action to finalize SCCPCCD Finance Manager Candidate, Georgina Tavera

- Dr. Perez recommended to the SCCPCCD Board that they hire Ms. Tavera as SCCPCCD Finance Manager.
- Dr. Varona asked for a description of the terms.
- Dr. Perez shared the position description, pay rate @ 65,000.00 with full benefit package, and ASRS.

Dr. Varona motioned to accept Dr. Perez's recommendation of Ms. Tavera as SCCPCCD Finance Manager; Ms. Liz Collier seconds the motion and all approve.

Approve: 5-0

Dr. Varona

Mr. Urman Board Chair

Dr. Meixell Board Co-Chair

Ms. Liz Collier

Mr. Fontes

Oppose: None

- *Ms. Tavera to start on January 22, 2019.*

4.02 Discussion and possible action to accept UA Santa Cruz/SCCPCCD Multi-Year Lease Agreement to June 29, 2023.

- Dr. Stella Perez, SCCPCCD CEO & Executive Director, addressed Board Members on the following lease item. The University of Arizona (UA) has requested a five-year term lease and the term will be maximized with full year capacity in conjunction with SCC current term lease with Nogales Properties. It will also run in conjunction with the terms of present annual lease with all the same responsibilities, personal properties etc. as the original lease.
- Dr. Varona motions that the multi-year Lease Agreement for the UA to June 29, 2023, as Lease Agreement #673, is presented and recommended by Dr. Perez.
Dr. Meixell, seconds the motion and all approve.

Approve: 5-0

Dr. Varona

Mr. Fontes

Ms. Collier

Mr. Urman

Dr. Meixell

Oppose: None

4.03 Discussion and possible action to terminate Cochise College IGA Audit.

- Mr. Richard Brennen, SCCPCCD CFO addressed board in reference to audit started approximately 1 year ago.
- Auditors hired by SCCPCCD are recommending the audit is terminated, as they have not found anything that would lead us to believe that Cochise College misappropriated monies with information given by Cochise College. SCCPCCD has spent \$1,800.00 and have audited one half of one year. Auditors recommend no more money is spent on this issue.
- Dr. Varona recommends that audit is completed and assure that expenses forwarded to SCCPCCD were appropriate. Dr. Meixell believes that if auditors recommend that we don't spend any more money, we should follow their recommendations and there should not be an audit based on insufficient information.
- Audit will continue.

5. FUTURE MEETING DATES AND SITES

INFORMATION

Due to BOG scheduling request, the February 2019 SCCPCCD Board Meeting will be scheduled for:

Tuesday February 19, 2019 and

Tuesday March 19, 2019

- 6. FUTURE AGENDA ITEMS** **ACTION**
- 6.01 Future plans for SCCPCCD Budget 2020
- 6.02 Authorize the Budget for 2017 and 2018 actual expenditures based on budget.

7. ADJOURNMENT

Motion by Mr. Nils Urman and seconded by Dr. Angela Meixell, Vice-Chair, and all approve. Meeting was adjourned.

Approve: 5-0

Dr. Varona

Mr. Fontes

Ms. Collier

Mr. Urman


Dr. Meixell

Oppose: None

Respectfully submitted:



Dr. Stella Perez, CEO/Executive Director



Dr. Angela Meixell, SCCPCCD Vice-Chair