

MINUTES

SANTA CRUZ COUNTY PROVISIONAL COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Thursday, August 3, 2017
Santa Cruz Center, Boardroom
5:00 pm

1. GENERAL FUNCTIONS

1.01 Call to order

Meeting called to order at 5:00 pm by Chairperson, Ms. Liz Collier.

Board members present

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

Staff present

Dr. Stella Perez, Executive Director/CEO
Mr. Rich Brennan, CFO
Ms. Aleisdy Palazuelos, Administrative Assistant
Ms. Christie Monreal, Multimedia Coordinator

1.02 Pledge of Allegiance

Led by Dr. Angela Meixell

1.03 Adoption of Agenda

Upon motion by Dr. Varona and seconded by Mr. Urman, the agenda for the August 3, 2017 meeting was accepted as presented. MOTION CARRIES.

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.

1.05 Standing Reports

INFORMATION

1.05.1 Chief Financial Officer (CFO)

Financial Reports – Mr. Brennan provided an unreconciled financial report for the month of July. The report reflects the expenses for the month. It includes the last payment of \$353,000 to Cochise College. Mr. Brennan mentioned that he has submitted all paper work for the 2019 state aid request.

Mr. Brennan commented that the foundation has been established with the state to include the articles of organization and the members of the board. The application with the IRS is still yet to be submitted. A bank account will also be set within the next couple of days. Ms. Collier commented that there are temporary directors for the foundation which are Mr. Brennan, Mr. Urman and herself. Once a board is established, the temporary directors will resign and the new board members will come into place.

1.05.2 Chairperson of the Governing Board

- Ms. Collier introduced the new Santa Cruz County Provisional Community College District's (SCCPCCD) board member Dr. Angela Meixell. Ms. Collier stated that she has over 30 years of experience in community Colleges and secondary education. She also has a doctorate in Education Administration from the University in Hawaii and she was also the Chancellor of Windward Community College for 9 years and has served as state director for employment chain for the state of Hawaii.
- Ms. Collier mentioned that Patagonia Schools enrollment has gone up and the request to have dual enrollment with Pima Community College has been going up.

1.05.3 Members of the Governing Board

Dr. Varona mentioned that he stopped by at the center and met Mr. Brian Stewart, Academic Dean, Desert Vista Campus, Pima Community College (PCC). He will also be supporting the Santa Cruz Center. Dr. Varona commented that he saw a good outcome of students, and potential for growth. He commented that the PCC advisors seemed very organized.

1.05.4 CEO's Update

- PCC Classes will begin on August 23, 2017 at Pima Community College, and on September 6, 2017 at the Santa Cruz Center.
- Dr. Duran Cerda the PCC provost mentioned that the final revision of the Educational Service Agreement (ESA) between the Santa Cruz County Provisional Community College District and the Pima Community College is on the Chancellor's desk ready for signature. The ESA has also been signed off by PCC legal. As soon as Chancellor Lee Lambert signs, it will be sent over to Dr. Perez and Mr. Paoule for final signatures.
- The SCCPCCD staff has been very active in promoting the PCC courses to be offered at the Center. The SCC Staff and Dr. Perez attended the back to school events at NUSD #1 at Nogales High School (Jump Back to H.S.) and SCVUSD#35 (Back to School Blitz) at the Calabasas Schools—both in August 2017. Staff will also be attending to the NUSD Welcome Back Event for all NUSD teachers and staff.
- All of the facility's A/C filters have been cleaned and/or replaced. In addition, A/C units have had annual updates. The science lab and all classrooms have also been cleaned following the 2017 UA Pharm Camp and MetroMatematica summer events. Another large scale summer project that Mr. Alex Alvarez, SCC Security/Facility Director, has completed is reinforcement of glass writing boards in all 14 classrooms. The 14 glass boards have been reinforced and dually secured for security and insurance purposes. Mr. Panousopoulos' staff will be re-sealing the parking lot following the monsoon season.
- The Pima Community College advisors have been at the Santa Cruz Center every Wednesday since July 12, 2017. It has been a long process and strategic process—from start to finish, but currently the Santa Cruz Center has a total of 57 students registered for PCC courses.
- Dr. Perez demonstrated a flyer that has been passed out to the community. The flyer will be updated as soon as classes begin. She also presented to the Board the 'temporary SCC' logo that will be used for current promotional purposes.
- Pima Community College will not place any permanent 'Signage', and will support pole banners and peeling window seals.

- In addition, Dr. Perez mentioned that the Santa Cruz Center should take on their own logo and this should be placed on the marquee in front of building for representation.

2. APPROVAL OF MINUTES

ACTION

2.01 Acceptance of minutes for June 25, 2017

Upon motion by Dr. Varona and seconded by Ms. Collier, the Minutes of the June 15, 2017 meeting were approved. MOTION CARRIES.

3. INFORMATION ITEMS

INFORMATION

3.01 Website & Social Media Update – Ms. Christie Monreal

Santa Cruz Center Website

Ms. Christie Monreal mentioned that the Santa Cruz Center website tabs have been directly linked to the Pima Community College Website. The view of the (PCC) Pima Community College registration application, courses being offered in the Santa Cruz Center, enrollment, the Accuplacer test sample questions can be accessed through the website. Dr. Angela Meixell's information has been added to the website. Board agendas, minutes and the 2017-2018 budget has also been uploaded. The UA South website has also been linked.

Social media

Facebook and Twitter tabs are now available through the website; both Facebook and Twitter are updated daily with SCC news and pictures.

Radio spots on Radio Amor 107.9 FM and Maxima 99.1 FM have been broadcasting to promote PCC courses, advisors and financial aid, and SCC updates.

3.02 Discussion of fall schedule and course offerings

Dr. Perez advised that the courses being offered are the foundational courses of the general education program, often those that have just graduated high school—currently our target students. The Santa Cruz Center has not been yet approved by the HLC (Higher Learning Commission) therefore, we must remain below a formula to remain in compliance for delivery for site approval. Spring courses are already being planned. Dr. Perez mentioned that it is possible for a student to take a full course load (be a full time student) with the courses currently being offered at the Santa Cruz Center.

4. NEW BUSINESS

- 4.01 Discussion and possible action to approve extension of contract for financial consultant. ACTION

After Discussion, upon motion by Dr. Angela Meixell and seconded by Dr. Varona the Board approved to extend the Financial consultant's contract. MOTION CARRIES.

- 4.02 Discussion and possible Action to approve HR benefits ACTION

After discussion, upon motion Dr. Varona accepted and seconded by Ms. Collier to approve HR benefits of Medical, Dental and Vision with 0 percent cost for employee and dependents to have a 35percent cost for medical, 35 percent cost for vision and 35 percent cost for Dental. Dr. Varona seconded the motion. MOTION CARRIES.

- 4.03 Discussion and possible action to establish a Board Retreat Date and topic ACTION

After discussion, upon motion by Dr. Varona accepted and seconded by Mr. Urman, the Board approved the date of September 16, 2017 from 9:00 am to 1:00 pm to update the SCCPCCD's strategic plan

- 4.04 Discussion and Possible action to select two Board Members for the Arizona Mexico Commission Membership for 2017-2018 ACTION

After discussion, upon motion by Dr. Varona accepted and seconded by Mr. Urman the Board approved Ms. Collier and Dr. Meixell obtain members to represent the SCCPCCD Board in the Arizona Mexico Commission for 2017-2018

- 5. FUTURE MEETING DATES AND SITES** INFORMATION

September 14, 2017 at 5:00 p.m.

- 6. FUTURE AGENDA ITEMS** INFORMATION

Pima Community College Enrollment

- 7. ADJOURNMENT**

Dr. Varona and seconded by Ms. Collier, meeting was adjourned.

Adjourned at 6:40 p.m.

Respectfully submitted:



Dr. Stella Perez, CEO/Executive Director



Nils Urman, SCCPCCD Vice-Chair