

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

(Subject to approval at next Regular Governing Board meeting)

**Tuesday February 19, 2019
Santa Cruz Center Boardroom
5:00 p.m.**

1. GENERAL FUNCTIONS

1.01 Call to order

Meeting called to order at 5:00 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

Board members absent:

Mr. Victor Fontes

Staff present:

Dr. Stella Perez - Executive Director/CEO

Ms. Georgina Tavera –SCCPCCD Finance Manager

Mr. Richard Brennan-CFO

Ms. Nora Herrera - Program Assistant for PCC

Dr. Homero Lopez - SCPCCD Consultant

Mr. Jack Lunsford - Lunsford Group

Mr. James Candland - Clarus Companies LLC. Teleconference

Guests present:

Ms. Maya Donnelly - SCCSSO Gear-Up Grant Director

Ms. Sandra Davila – SCCSSO Gear-Up Grant Counselor

1.02 Pledge of the Allegiance

Led by Dr. Marcelino Varona

1.03 Adoption of Agenda

Upon motion by Ms. Liz Collier and seconded by Dr. Angela Meixell, Vice-Chair, the agenda for the February 19, 2019 SCCPCCD Governing Board Meeting was accepted as presented. MOTION CARRIES.

4-0

Approve:

Dr. Angela Meixell-Vice Chair

Ms. Liz Collier

Mr. Nils Urman-Chairperson

Dr. Marcelino Varona

Opposed:

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

1.05.1 Chief Financial Officer (CFO)—Ms. Georgina Tavera/Mr. Richard Brennan

Financial reports were presented by Ms. Georgina Tavera, SCCPCCD Finance Manager As of February 19, 2019 SCCPCCD account has \$2,229,951.59.

- Ms. Tavera handed Board Members copies of the summary of SCC Financial Reports for Fiscal Year 2018/2019.
- Provide Final Review of Budget FY 2018-2019
- Discussion and agreed by SCCPCCD on signatures by Dr. Perez and Ms. Tavera as authorizing accounts signers, as recommended by 2019 Audit.

- Dr. Varona requested copies of history on tax rates. He would like to have them with him, in the event of public inquiry.
- Employees are requesting information on the cost of dependent care insurance. Ms. Tavera compared the insurance from Rio Rico, Nogales Unified School District (NUSD) and Pima Community College (PCC). Dr. Varona asked Ms. Tavera to review the percentages for PCC dependent care insurance costs and coverages. Currently, SCC pays 100% of employee insurance, and more information will be included at next SCCPCCD Board Meeting to review cost analysis during CFO Report.

1.05.2 Chairperson of the Governing Board Updates—Mr. Nils Urman

- Mr. Urman thanked Dr. Varona for organizing a successful luncheon for PCC Chancellor Lee Lambert.

1.05.3 Members of the Governing Board

- Dr. Varona thanked Dr. Perez for organizing the logistics for the PCC Chancellor’s luncheon event. He also thanked Ms. Christie Monreal, for her work and planning details to make the event a success. He also commented that the community likes to hear the Chancellor come to Santa Cruz County, Nogales, and the bi-national border to speak about his plans for the Santa Cruz Center. He concluded his comments by noting that the date for the 2020 Chancellor Luncheon, is set for Thursday, February 20, 2020. It will be held at the Tubac Country Club, with more members of the business community involved, as requested by our sponsor, South 32. Dr. Varona also requested a seating format of round tables at the event vs. a board room set-up.
- Ms. Collier shared that on March 8, 2019, Patagonia High School (PHS) will be hosting their 2019 College & Career Fair @ PHS.

1.05.4 CEO Update— Chief Executive Officer Dr. Stella Perez

- Dr. Perez welcomed everyone and informed Board Members that she would be following the 2019 SCCPCCD Strategic Plan Format for all future CEO Reports. A copy of the 2019 Strategic Goals was passed out

to members for review. It was also suggested, that Board Members keep the copy in their binders for future reference.

Goal 1-Facilities

- Dr. Perez informed Members of the Board that the external building signage has been completed and a positive reaction has been received from both students and community.
- Dr. Perez commented that Mr. Alex Alvarez and Mr. Jose Corrales are currently evaluating the SCC building cameras and security systems. This is for maintenance and updates, and also per the PCC Facilities IGA Addendums. SCC continues to move forward and keep track of all maintenance requirements.
- Dr. Perez noted that Mr. Alex Alvarez is working with the Nogales Police Department to host a 2019 SCC Security Training Program. It will take place at the Santa Cruz Center in March 2019. This is in reference to the new staff members and for Santa Cruz Center Students.

Goal 2-Budget

- Dr. Perez welcomed Ms. Tavera and announced that they will be working together with the new 2019/2020 Budget, as well as reconciling with Expenditure Limitation (EL) and Full Time Student Enrollment (FTSE) tracking and analysis.

Goal 3-Programs

- Dr. Perez noted that Ms. Nora Herrera, Program Assistant for PCC, at SCCPCCD is in attendance and will be giving PCC update on enrollment. Dr. Perez emphasized that the SCCPCCD continues to maintain its mission for services in Adult Basic Education and English as a Second Language (ESL) Programs. The SCC is currently serving 28 ESL Students in two sections, and has administered 37 GEDs in January 2019.
- Dr. Varona asked if there is a correlation between the adults that have acquired their GEDs and continue on to PCC to acquire Certificates or their Associates Degree. Dr. Perez noted that she would work with PCC Institutional Research (IE) to note any transfer correlations. Also, a point to note, many adults acquiring their GED @ the SCC, are from Nogales, Sonora, as the GED is offered in Spanish and SCC unfortunately loses track of many

of these students. Dr. Perez specified that the Adult Basic Education at the SCC, is what will help increase the enrollment in the future at SCCPCCD.

Goal 4-Personnel

- Dr. Perez recognized that Ms. Georgina Tavera has almost reached her 30 days at SCC and within those days, she has progressed not only with the budget, but also implementing a number of HR policies.

Goal 5-External Funding & Grants

- Dr. Perez introduced Ms. Maya Donnelly from the SCCSSO and Gear-Up Grant Director, Ms. Sandra Davila and Mr. Manuel Flores. They are present to share the presentation on the design, remodeling, and development of the new college center.
- As previously shared, the Grant was funded for 7 years @ 4.2 million dollars through the Santa Cruz County School Superintendent's Office. This grant funding supports a student service/technology based "college going-college growing" resource center at the SCC.
- Dr. Perez shared that the SCC Educational Foundation has also received a proposal from Southwest Educational Consulting Associates (SWECA), led by Mr. Michael Hughes. This will support grant writing activities and reporting for future endeavors with grant proposals.

Goal 6-Marketing

- Dr. Perez noted that the SCC/PCC Chancellor's Luncheon @ Mr. C's on February 7, 2019 was a success. It was also picked up by social media, the Nogales International, Nogales Chamber of Commerce, PCC media, and our SCCPCCD media.
- The Nogales Port Authority will be organizing their monthly meeting on February 21, 2019 and March 28, 2019 at the Santa Cruz Center.
- Dr. Perez has been invited as a panel presenter for the Patagonia Career Fair on March 8, 2019, and SCC will be present promoting the Santa Cruz Center programs and career opportunities.

- Dr. Perez attended a meeting with Jonathan Payton, PCC Lobbyist, along with Jack Lunsford and James Candland, on February 15, 2019. They reviewed their collaborative legislative work and mutual positions on Prop. 301.

Goal 7-Government Relations

- Dr. Perez and the Clarus Companies LLC., have been active and very busy with State Legislators in relation to Proposition 301, language and the proposal is moving forward to include provisional community colleges as a formal part of the Arizona budget.
- Dr. Perez, Jack Lunsford, and James Candland attended a meeting with Jonathan Payton, PCC Lobbyist, on February 15, 2019. They reviewed their collaborative legislative work and mutual positions on Prop. 301 and other current legislative goals.

Goal 8-Future Accreditations

- Dr. Homero Lopez commented on the future accreditation of SCCPCCD.
- The national process for accreditation remains the same. There are 3 stages in which colleges prepare for eligibility. There are 19 eligibility requirements which SCC needs to meet before becoming accepted.
- Dr. Lopez emphasized the importance of staying informed about accreditation and changes that regularly occur.
- Dr. Lopez also noted that full-time faculty for SCC future if for further accreditation impact.

Goal 9 –Five Year Future

- Dr. Lopez reiterated that in order to arrive at the SCCPCCD five-year plan successfully, the other goals mentioned on this plan must be followed routinely and every day.
- Dr. Lopez also noted that the Board, with the CEO & CFO Leadership, has made some very wise financial investments.

- Dr. Lopez recommends that in the future, SCC hires high level, highly skilled staff that will support the SCCPCCD goals that need to be met.

Introduction of Gear-Up Grant/CREO Program

- Dr. Perez introduced Ms. Maya Donnelly SCCSSO/Gear-Up Grant Director.
- Ms. Maya Donnelly explained what the Gear-Up Grant entails and plans to carry it through.
- Ms. Sandra Davila showed a preview on how the new College and Career Access Resource Center @ the SCC and the new design. The new center is expected to open by June 1, 2019, and will be open for the entire community.
- Dr. Varona commented on how exciting and wonderful this Gear-Up Grant has been. He stressed the importance of SCC partnership with the SCCSSO, and this grant.

1.05.5 PCC Update Ms. Nora Herrera Program Assistant

- Ms. Herrera handed out a flyer showing the numbers in enrollment and increase in enrollment within the last two years.
- The Board commented on how positive the numbers looked. The increase in enrollment has been consistent.
- Mr. Urman asked if spring enrollment decline is a normal tendency and the answer was yes. National, college enrollment declines due to “student drop-out & stop-out” from the fall semester—students who do not re-enroll due to a myriad of reasons.
- Ms. Herrera also commented that the 2019 Summer Schedule is out.
- Mr. Urman requested a spreadsheet showing enrollment numbers for the past five years at the Santa Cruz Center. Ms. Tavera will be working on it for the March 2019 Board Meeting.
- Ms. Liz Collier suggested a new PCC Certification or program “Business Entrepreneurship” with International focus. She as that we discuss this at a future meeting with Mr. Nelson.

2. APPROVAL OF MINUTES

ACTION

- 2.01 Acceptance of Minutes for January 8, 2019 Regular Meeting
Upon motion by Ms. Liz Collier, and seconded by Dr. Angela Meixell, the SCCPCCD Board Minutes of January 8, 2019 were approved. MOTION CARRIES 4-0

Approve:

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

Opposed:

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.
- He noted that this has been the busiest week of sessions.
- Majority of bills have dealt with education and higher education.
- Watching intently two bills dealing with 301 monies. Unfortunately, there is no consensus on the bills and may not make it through the legislature.
- Representative Gabaldon sponsored a bill on behalf of Santa Cruz County to seek 250k in the budget. They don't anticipate the bill being placed on an agenda. Mr. Candland assumes that it won't be moving forward.
- Dr. Varona asked Mr. Lunsford on the Water Bills/Drought Contingency Plans. Mr. Candland noted that it's in legislature and nothing has been approved.
- Dr. Varona is concerned on the water situation not only in Pima but also here in Santa Cruz and Nogales, Sonora.

- 3.02 Discussion and Arizona Community College Legislative Updates by the Lunsford Group LLC. Mr. Jack Lunsford President

- Mr. Lunsford complimented Dr. Varona and SCC on the success of the Chancellor Luncheon.
- Commended Gear-Up Program and the models that SCC is using for Career Resource Center.
- Explained the status of the Drought Contingency Plan. The deadline for this bill has been extended deadline to March 4th.
- Mr. Lunsford and Dr. Perez meet with Representative Gabaldon and see if they can resurrect the appropriations folder. It takes 31 votes to pass the budget and it might be able to be done.
- James Candland and Jack Lunsford presented a plan, where they asked to be treated “fairly and equitably.” It looks like if SCC percentage is equal to Gila, for now.
- Prop 301 has authorized SCC to receive monies but there are conflicting statutes and both Mr. Candland and Mr. Lunsford are continuing to push for us to receive what is fair to SCC.
- Mr. Lunsford also commented that another thing that came up in the meeting at Pima was if we were going to seek to reduce the FTSI amount to go to an election. Mr. Lunsford told them that it was off the table.

4. ACTION ITEMS

ACTION

4.01 SCCPCCD Budget was at \$633,068.00 and auditor asked SCC to lower the budget to match actual expenditures. No actual numbers will be changing, STEM numbers had been over

Motion by Dr. Varona to accept Dr. Perez recommendation to approve the reduction of the 2017-2018 SCCPCCD Budgeted Expenditure of \$633,068 for the budget line item Payments to Educational Provider’s to Actual Expenditures of \$226,905 for that line item.

Motion 2nd by Dr. Meixell

Approve:

Mr. Niles Urman - Chairperson

Dr. Marcelino Varona

Dr. Angela Meixell - Vice-Chair

Ms. Liz Collier

Opposed:

None

5. FUTURE MEETING DATES AND SITES

INFORMATION

Tuesday March 19, 2019 at 5:00 p.m.
Tuesday April 16, 2019 at 5:00 p.m.
Tuesday May 14, 2019 at 5:00 p.m. Mr. Nils Urman birthday

6. FUTURE AGENDA ITEMS

ACTION

6.01 Dr. Varona proposed for Mr. Brennen to have an update on the Cochise College Audit.

7. ADJOURNMENT

Motion by Dr. Varona and seconded by Dr. Angela Meixell, Vice-Chair, meeting was adjourned.

Respectfully submitted:



Dr. Stella Perez, CEO/Executive Director



Dr. Angela Meixell, SCCPCCD Vice-Chair