

MINUTES

(Subject to approval at next Regular Governing Board meeting)

SANTA CRUZ COUNTY PROVISIONAL COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

**Tuesday April 16, 2019
Santa Cruz Center Boardroom
5:00 p.m.**

1. GENERAL FUNCTIONS

- 1.0 Call to order
Meeting called to order at 5:00 p.m. by Chairperson Mr. Nils Urman

Board members present:

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

Staff present:

Dr. Stella Perez - Executive Director/CEO
Ms. Georgina Tavera –SCCPCCD Finance Manager
Dr. Homero Lopez - SCCPCCD Consultant
Mr. Brian Nelson – PCC Advanced Program Manager, PCC/SCCPCCCD
Mr. Jack Lunsford President - The Lunsford Group LLC - via teleconference
Mr. James Candland, Clarus Companies LLC- via teleconference
Mr. Jose Corrales – SCCPCCD IT Consultant

Guests present:

Ms. Maya Donnelly - Santa Cruz County School Superintendent's Office
Ms. Sandra Davila—Santa Cruz County School Superintendent's Office
Mr. Alfredo Velásquez - Santa Cruz County School Superintendent's Office

- 1.02 Pledge of the Allegiance

1.03 **Adoption of Agenda**

Led by Mr. Victor Fontes
Upon motion by Ms. Liz Collier and second by Ms. Angela Meixell, the agenda for the April 16, 2019 SCCPCCD Governing Board Meeting was accepted as presented. MOTION CARRIES. Dr. Varona notes that it's pertinent that item 3.05 (Cochise College Audit) be an Action Item on future SCCPCCD agendas.

Board votes as follows: 5-0
Mr. Nils Urman—Chair—yea
Dr. Angela Meixell-Vice Chair—yea
Ms. Liz Collier—yea
Mr. Victor Fontes—yea
Dr. Marcelino Varona—yea

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 Finance Manager **Georgina Tavera**

Financial reports were presented by Ms. Georgina Tavera, SCCPCCD Finance Manager. As of April 16, 2019, cash available is \$2,194,316.00 and as of March 29, 2019, SCC bank account total is \$2,203,568.00.

- Ms. Tavera commented that there was nothing unexpected on the monthly Financial Reports. Ms. Tavera presented the monthly Transaction Reports and pointed out the large expenditures that are on the report.
- Dr. Varona questioned how much had been spent on the Mayors' Forum and Ms. Tavera commented that it cost approximately \$3,000.00 and it has all been recovered through sponsorships and donations from the Custom Brokers Association, for \$2,000.00, and Citizens Express for additional \$1,000.00.

- Dr. Varona asked if South 32 had contributed to the Mayors' Forum. Ms. Tavera responded that they are indeed contributing with student scholarships. It was clarified that no monies for the Mayors Forum were contributed from South 32.
- Mr. Urman asked the reason for the backup on the Nogales International account. The reason given by Ms. Tavera was that SCC continues to have trouble reconciling the account, and has requested copies of 'tear sheets' for ads run to support invoicing.

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

- No updates to report

1.05.3 Members of the Governing Board

- Dr. Varona commented on attending the Howard Schultz, Starbucks visit in Nogales, AZ and pointing out that there were several students in attendance as well.
- Ms. Collier shared that the SCCPCCD will be hosting a Continuing Education/Beginning Spanish Course, this Summer 2019, as requested by residents in Sonoita and Patagonia, at Patagonia High School.

1.05.4 CEO Update Chief Executive Officer Dr. Stella Perez

Dr. Perez welcomed the SCC School Superintendent and guests, shared that her comments followed the outline of the 2019 Santa Cruz Center Strategic Plan for her CEO Reports.

- **Goal 1—Facilities**—Dr. Perez pointed out that Mr. Alex Alvarez (SCCPCCD Security/Facilities Technician) is currently testing SCC internal and external building alarm functions as part of the annual security updates. Mr. Alvarez is also working with SCCPCCD/IT and testing all cameras and video equipment in assurance that we are at full security compliance. They are at the moment generating quotes for these items.

- **Goal 2-Budget**—Dr. Perez commented on how Ms. Tavera has shared the CFO Report, Monthly Financials, and noted Ms. Tavera will also be sharing the 2019/20 fiscal budget for the SCCPCCD later in the agenda. In addition, Ms. Tavera continues to support alignment of HR policies, with SCC operating policies.
- **Goal 3—Programs**—Dr. Perez noted that SCC has received all the materials requested by Dr. Joe Gaw, PCC Dean of Nursing, to update the SCC Nursing Lab in order to prepare for the PCC Certified Nursing Assistant and Certified Medical Assistant Programs for Fall 2019.
- Dr. Perez also reiterated the comments shared made by Ms. Collier in reference to the Continued Education, Beginning Spanish classes being offered in Patagonia as part of the Adult Basic Ed. Offerings by SCC. Also mentioned were the Information Technology Continuing Education Summer Courses which will be offered in Nogales at the Santa Cruz Center.
- Dr. Perez commented that SCC will be working with Gateway Community College to deliver the *Water Resources Technology Program*, as requested by the City of Nogales, by the Arizona Department of Environmental Quality (ADEQ) Certification.
SCC is working with *Innovating Consulting & Training*, however working on an IGA with Gateway Community College for slower paced, operating courses. Innovative Consulting and Training (ICT) was a higher level, faster paced training, 10-day certification course with advanced levels for math skills. Gateway will offer a slower paced, semester-based course outline.
- **Goal 4-Personnel**—Dr. Perez and Ms. Tavera attended the Arizona State Retirement System (A.S.R.S.) workshop and will be hosting a training session for SCC employees to create their own A.R.S. portals creating their own private on-line retirement information and updates.
- **Goal 5-External Funding & Grants**—As part of the agenda, the SCCPCCD Board will be briefed by the SCCSSO on the GEAR UP Grant/IGA, later in the meeting.
- The SCCPCCD has been invited to partner with the Santa Cruz County School Superintendents Office, Lead Local, the UofA Foundation, and Nogales Community Development on the Haury Grant for Green Environments. This grant would provide student scholarship support to the SCC Ed Foundation.

- The SCCPCCD received \$2,000.00 from the Hilltop Gallery to support students in the Arts and Digital Arts. The Hilltop Director and Board will outline the criteria for awarding the scholarships for the Fall 2019.
- **Goal 6-Marketing**—Dr. Perez shared that the SCC continues to promote its message, programs, and events through social media, print, and our community presentations.
- Dr. Perez noted that on March 28th the Nogales Port Authority hosted *TuSimple Technology*, and highlighted this innovative new industry, as a guest presenter at the Santa Cruz Center.
- Dr. Perez is currently working with Rachel Yanof, the Executive Director for *Achieve 60AZ*, to support an onsite conference at SCC with the SCCSSO. *Achieve 60AZ* is a federal funded program dedicated to assuring that 60% of Arizonans obtain a certificate or college degree by 2030.
- **Goal 7—Government Relations**—As shared by our SCC Lobbyists, SCC has been very active with and busy with our legislators in relation to the current AZ budget process. There are a number of new activities and events to include provisional community colleges as a formal part of the AZ budget. Jack Lunsford and James Candland will provide more details via conference call updates later in the agenda
- **Goal 8 – Goal 9 Future Accreditation & Provisional Status**
- Dr. Homero Lopez is present and continues to monitor SCC accreditation updates and HLC criteria in the state and on a national level.
- Dr. Perez and Dr. Lopez are both working on gathering ideas for the 2019 Governing Board Retreat and will work with board on perspective dates.

1.05.5 PCC Update Mr. Brian Nelson Program Assistant

- Mr. Nelson welcomed Board members and commented that he wanted to ask the Board members a question in reference to the multiple measures being used in the placement/assessment test process. Pima Community College, and therefore, SCC currently uses Accuplacer, and Brian was asking the Board if they were interested in Brian following

up on a different type of placement exam. Board members were very interested in any information Mr. Nelson could bring forward regarding procedures, which would elevate the assessment test process and help obtain higher placement scores.

2. APPROVAL OF MINUTES

ACTION

- 2.01 Acceptance of Minutes for March 19, 2019 Regular Meeting
Upon motion by Dr. Varona, and seconded by Dr. Meixell, the SCCPCCD Board Minutes of February 19, 2019 were approved. MOTION CARRIES 5-0

Board votes as follows: 5—0
Mr. Nils Urman—Chair—yea
Dr. Angela Meixell - Vice-Chair—yea
Ms. Liz Collier—yea
Mr. Victor Fontes—yea
Dr. Marcelino Varona—yea

3. INFORMATION ITEMS

INFORMATION

- 3.01 Discussion and AZ State Legislative Updates by Clarus Companies LLC
- Mr. James Candland was available via teleconference.
 - Mr. Candland discussed the bill tracker and explained that they are following any item that is significant to SCCPCCD.
 - Budget is being worked on between the legislators. Priorities placed in budget with regards to higher education.
 - The bills that they have been actively following are the ones that education and impact SCC.
 - Governor has signed less than 30 bills, in Mr. Candland's opinion, it's moving at a slow pace.
 - Legislators have passed the 120 mark in session, meaning that if you are out of Maricopa County, their per diem gets cut in half. Bottom line is that most of our legislators that have regular jobs, want to get back to them and we will see the budget pace pick up.

- Mr. Fontes asked how the county boundaries movement might affect SCC.
- Mr. Fontes also asked if the Governor signing of the act allowing reciprocal licensing for almost anything that is licensed elsewhere, will affect SCC.
- Mr. Candland will follow up on the reciprocal licensing act question, and in response to the boundary question, Mr. Candland believes that if in fact the county boundaries will be moving, it would have a devastating impact on Santa Cruz County and SCCPCCD.
- Mr. Varona asked if maybe the situation with La Paz and Yuma counties separating, can be the same with Santa Cruz County, if boundaries are changed and how the taxes would be collected.
- Mr. Urman asked that Mr. Candland do some research and make some suggestions for strategies, in order for the board to be aware of what can happen if boundaries should move.

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

- Mr. Lunsford was available via teleconference and updated on a variety of items.
- Mr. Lunsford commented on House Bill 2486, the county boundary study committee bill, and mentioned that if it does indeed pass, he suggested that we can have Board members on the committee.
- Mr. Lunsford mentioned that the Governor would like to move \$500 million dollars to the “rainy day fund” increasing it to \$1 billion dollars.
- Negotiations are on-going related to how the “rainy day fund” can be funded without taking more money out of the budget.
- Mr. Lunsford, Dr. Perez, and Rep. Gabaldon are working diligently on the \$250,000 appropriation proposal. Representative Cobb is reviewing the workforce proposal and impact for rural counties. The two primary issues are transportation and workforce for Rep. Steve Pierce, and Mr. Lunsford is hoping that he will be able to go in and talk to him about this issue.
- Mr. Fontes asked about the reciprocal licenses and what impact would it have on the education system. Mr. Lunsford commented that it could affect our enrollment within the colleges and universities. He’s not sure how many people

would be coming into our education system and how they would be licensed, but shared that he will follow-up.

3.03 Discussion and review of 2019/2020 FY SCCPCCD Budget Ms. Tavera SCCPCCD Finance Manager

- Ms. Tavera explained the budget handout that she delivered to the members.
- Ms. Tavera mentioned that nothing dramatically changed.
- Mr. Urman asked Ms. Tavera to please explain the increase of 100k and where it come from on the budget for this fiscal year.
- Ms. Tavera shared that the increase is partially wage increases and fees being retained from our county.
- Dr. Varona mentioned that he was not in agreement of hiring an administrative assistant and also asked for explanations of other expenses.
- Mr. Fontes was in agreement with Dr. Varona.
- Ms. Collier suggested that once more information is available on the position, to discuss it at that time.
- Dr. Varona reiterated that 3.03 be modified to an information and action item.

3.04 Discussion and Review SCC Computer Labs
Jose Corrales, SCCPCCD IT Consultant

- Mr. Corrales commented that a majority of the computers are from 2009/2010 but were all refurbished when Cochise College was there at the center. He stated that they are running fine.
- Dr. Varona is satisfied and accepted Mr. Corrales opinion of the status of the computers at SCCPCCD.
- Dr. Varona also asked about the whereabouts of a laptop cart that was purchased as part of the Cochise College inventory. Where they stolen or lost? He asked for a better procedure for inventory of IT equipment than Cochise College maintained. Jose Corrales shared that all SCCPCCD computers and equipment are tagged, inventoried, and a list is maintained by Ms. Tavera.

- Mr. Urman agreed with Dr. Varona. He feels SCCPCCD needs to have a better inventory of all office equipment. Marking, tagging and doing whatever needs to be done to secure all equipment.
- Dr. Varona suggested new and upgraded monitors for students.
- Dr. Meixell suggested a replacement plan.
- Dr. Meixell asked if personnel are allowed to remove IT equipment and take home, for example. It was explained that no one is allowed to remove any equipment from building.
- Dr. Meixell noted that the SCCPCCD needs to modify personnel policy and stipulate that no one can remove equipment.

3.05 Discussion and Update on Cochise College Audit
Ms. Tavera - SCC Finance Manager

- Ms. Tavera stated that audit will be starting in May 2019. It was suggested that 3.05 be an Action Item for the May 2019 Agenda.

4. ACTION ITEMS

ACTION

4.01 Discussion and potential renewal of CEO/Executive Director contract.

- Ms. Collier comments that all areas requested for improvement from last year have been completed by Dr. Perez and is very pleased by her performance. Mr. Pauole, SCCPCCD Legal Counsel, reviewed and approved the contract that was revised by Dr. Varona.
- Dr. Varona points out the Dr. Perez's contract does not match up to other salaries in the community, albeit different roles and jobs. He then compares the salary to the NUSD Superintendent, Santa Cruz County Manager, and City of Nogales City Manager.
- Ms. Collier stated that all agreed that SCCPCCD would be competitive to other community colleges and suggested to approve contract.
- Dr. Meixell motions and Ms. Collier 2nd the motion. They both agree with figures and appropriate nature following CEO Evaluation and Review performed by Dr.

Varona and Ms. Collier. They thanked and congratulated Dr. Perez on an excellent annual performance.

- Mr. Fontes agrees with Dr. Varona and feels there should be further discussion on the contract.
- Dr. Varona motions to table Dr. Perez's contract, Mr. Fontes 2nd the motion.

Board votes as follows: 3—2
Mr. Urman—Chair – yea
Dr. Meixell—Vice Chair— nay
Ms. Collier— nay
Mr. Fontes— yea
Dr. Varona – yea

- Mr. Urman tables Dr. Perez's contract for further discussion.

4.02 Discussion and potential action to edit/change bank signatures from Board Members to SCCPCCD Admin.

- Dr. Varona suggested that Executive Director have authority to sign SCC checks and Finance Director signs checks for Executive Directors reimbursements.
- Dr. Varona also suggested to implement work orders and Dr. Perez should not have to use her personal credit card to pay expenses and use purchase order.
- Ms. Tavera commented in order to use a purchase order it must be a high limit of \$5,000.00, which may be modified, being that it was implemented at SCC.
- Dr. Varona motions to authorize for CFO be added on bank account so that she may view items, but no authority to sign checks. Ms. Collier 2nd the motion.

Board votes as follows:5—0
Mr. Nils Urman—Chair – yea
Dr. Angela Meixell - Vice-Chair –yea
Ms. Liz Collier—yea
Mr. Victor Fontes—yea
Dr. Marcelino Varona—yea

- Ms. Collier asks if there is a limit as to how much CEO is authorized to sign. Ms. Collier stated the SCCPCCD must follow procurement rules.
- Ms. Tavera states that CEO is already authorized signer at bank.

4.03 Discussion and potential adoption of SCCPCCD HR/Employee Agreement

- Ms. Tavera explained to the board at how she arrived at putting together the HR/Employee package.
- Dr. Varona asked if she used comparisons from other colleges and she said no, she used comparisons from schools here in the county.
- Dr. Varona asked how this agreement compares to Pima Community College.
- Dr. Meixell motions to approve SCCPCCD Employee contract as written and Mr. Urman 2nds.
- Ms. Tavera gave explanations to SCC Board on the documents in reference to HC Employee Policy.
- Dr. Meixell motions to table the Employee Policy and Dr. Varona 2nds.

Board votes as follows: 5—0
 Mr. Nils Urman—Chair - yea
 Dr. Angela Meixell - Vice-Chair – yea
 Ms. Liz Collier – yea
 Mr. Victor Fontes –yea
 Dr. Marcelino Varona –yea

4.04 Discussion and potential acceptance of IGA between SCC School Superintendent & SCCPCCD for CREO-Hub.

- Ms. Maya Donnelly presented IGA to SCC Board.
- Dr. Varona asked for clarification on rents and who is paying for remodeling.
- Ms. Donnelly explained that the “rent” is in actuality the remodeling the cost of the remodeling of classrooms.
- Dr. Varona wants to be reassured that this procedure is legal.

- Mr. Fontes comments that having Mr. Flores due remodeling is a conflict of interest, being that he's employed by the landlord.
- Mr. Urman explained that the grant funding does not allow for construction. Yet after talking to lawyers on both sides of parties involved, the grant recognizes that they can pay rent upfront and this would allow for remodel expenses.
- Contract for remodel services would be between SCCPCCD and landlord, which has commitments to make improvements.
- The cost of remodel would be \$39,000.00
- Mr. Fontes has concern over cost and legal repercussions.
- Superintendent Alfredo I. Velásquez asked to address the board. He stated the importance this partnership with SCCPCCD is to him but also added that this issue with IGA has been going back and forth long enough. Mr. Velásquez feels that if the IGA could not be accepted this evening, he would look for a partner elsewhere.
- Mr. Urman calls for motion on IGA.
- Ms. Collier motions to pass IGA between SCCSS and SCCPCCD for the CREO-Hub and Dr. Meixell 2nd the motion.
- Dr. Perez commented that legal counsel, Mr. David Pauole accepted IGA as written.
- Mr. Urman calls for vote—

Board votes as follows: 4-1
 Mr. Nils Urman—Chair— yea
 Dr. Angela Meixell—Vice Chair— yea
 Ms. Liz Collier— yea
 Mr. Victor Fontes – nay
 Dr. Marcelino Varona—yea

4.05 Discussion and reclassification of SCCPCCD “Community Engagement/Marketing Specialist” position.

- Ms. Collier motions to approve Engagement/Marketing Specialist position and Dr. Meixell 2^{nds} the motion for reclassification.

- Mr. Fontes opposes the position due to concerns of the number of employees versus student ratio.
- Mr. Urman suggests modification of job description—education area prior to vote.
- Dr. Varona motions to table SCCPCCD “Community Engagement/Marketing Specialist” position, Mr. Fontes 2nd the motion.

Board votes as follows: 3—2
 Mr. Urman—Chair – yea
 Dr. Meixell—Vice Chair— nay
 Ms. Collier— nay
 Mr. Fontes— yea
 Dr. Varona – yea

- Mr. Urman tables “Community Engagement/Marketing Specialist position for further discussion.

5. FUTURE MEETING DATES AND SITES INFORMATION

Tuesday May 14, 2019 at 5:00 p.m. at SCCPCCD Board Room. Mr. Nils Urman Birthday

6. FUTURE AGENDA ITEMS ACTION

3.5 Create Action Item for May 2019 Agenda

6.01 TBD Lobbyist

7. ADJOURNMENT

Motion to adjourn meeting made by Mr. Fontes and seconded by Ms. Collier, meeting was adjourned at 7:15 p.m.

Respectfully submitted:



Dr. Stella Perez, CEO/Executive Director



Dr. Angela Meixell, SCCPCCD Vice-Chair

