

MINUTES

(Subject to approval at next Regular Governing Board Meeting)

SANTA CRUZ COUNTY PROVISIONAL COMMUNITY COLLEGE DISTRICT GOVERNING BOARD MEETING

**Tuesday, August 13, 2019
Santa Cruz Center Boardroom
5:00 p.m.**

1. GENERAL FUNCTIONS

- 1.01 Call to order
Meeting called to order at 5:03 p.m. by chairperson, Mr. Nils Urman.

Board members present:

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

Board members absent:

Mr. Victor Fontes

Staff present:

Dr. Stella Perez-Executive Director/CEO
Ms. Georgina Tavera-SCCPCCD Finance Manager
Mr. Jose Corrales-IT Consultant
Mr. Homero Lopez- SCCPCCD Consultant
Ms. Christie Monreal-Community Engagement & Marketing Specialist

Guests:

Mr. Jack Lunsford-Lunsford Group (Teleconference)

- 1.02 **Pledge of the Allegiance:**
Led by Dr. Homero Lopez

- 1.03 **Adoption of Agenda:**
Upon motion by Ms. Liz Collier and second by Dr. Angela Meixell, the agenda for the August 13, 2019 SCCPCCD Governing Board meeting was accepted as presented. MOTION CARRIES.
4-0
Approved:
Dr. Angela Meixell –Yea
Dr. Marcelino Varona –Yea
Mr. Nils Urman –Yea
Ms. Liz Collier -Yea

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. They may also ask staff to review 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

1.05.5 Discussion and AZ Community College Legislative Updates by
The Lunsford Group L.L.C.

- Mr. Lunsford commented on action item 4.02 on the agenda. The topic was discussed and there is potential action to participate in AZ Business Education Coalition (ABEC) to support the "Invest in Ed" public survey and include *Provisional Community College* input for \$5,000.00.
- Mr. Lunsford commented that we "missed the window of opportunity" to be included, however we still have "the opportunity to be at the table". Mr. Lunsford stated that the agenda item simply provides authorization for Dr. Perez to expend funds if indeed SCCPCCD chooses to participate in this process. If for any reason, they should decide not to include community colleges, Dr. Perez would withhold funding.
- Mr. Lunsford believes that the strategy and positioning for SCCPCCD is an appropriate authorization for the expenditure.
- Dr. Perez explained that there was a time that they believed that the "Invest in Ed" survey had not yet been complete, and there was still time for SCCPCCD to be participate. As it turns out, it was revealed that the survey was complete and the time to participate in the development had passed. Through Mr. Lunsford's relationships, SCCPCCD was informed by the Chairman of ABEC, in advance, 'to hold the money until a later time or the next opportunity arose for SCCPCCD to be included'. Currently, there is only one community college involved in the survey discussion, and that is Maricopa Community College. Dr. Perez also recognized that Mr. Lunsford's positive relationship with Mr. Dick Foreman, President of ABEC, would be beneficial in our future endeavors. Mr. Foreman responded that the follow-up "Invest in Ed Survey" and all that information coming forward may have implications for SCCPCCD and a possibility for SCCPCCD information to be included. Lunsford agreed with Mr. Foreman recommendations, discussing it with Dr. Perez, and suggests that SCCPCCD hold the money until there is an opportunity for fuller participation.

1.05.1 SCCPCCD FINANCE MANAGER Ms. Georgina Tavera

Financial Report and Update

- Ms. Tavera stated that she did not have an updated report that was different from the June and July reports, but she would point out the large expenditures and then answer any questions for the SCCPCCD Board.
- Ms. Tavera went down the list of expenditures on the handouts presented to board members and detailed each expense for both June 2019 and July 2019.
- Mr. Urman inquired about the \$39,500.00 expense on the CREO Lab. Ms. Tavera responded the funds were reimbursed during the same month that the expenses were incurred.
- Ms. Tavera handed out the monthly report to the board members and asked if they approved of the changes in formatting. The SCCPCCD Board preferred the previous 'landscape' monthly format for the reports.
- The AZ State Aid reports were recently distributed, and Ms. Tavera highlighted a few points regarding Santa Cruz County. Dr. Varona noted the state equalization monies from the report, and commented on "why certain colleges don't wish for us to become a fully accredited community college".
- Ms. Tavera also handed out a summary of the SCCPCCD invoices being paid. Dr. Varona asked about the transfer of \$1.1 million dollars, questioning where the money was transferred. Mrs. Tavera replied that the funds were transferred to the SCCPCCD savings account to begin earning interest. The SCCPCCD Board requested to have the balances of both checking and savings accounts provided as separate information documents. The current totals for the accounts were as follows:
Checking account has a balance of \$131,484.00
Savings account has a balance of \$2,000,065.00

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

- Mr. Urman had no updates or comments.

1.05.3 Members of the Governing Board

- Dr. Varona commented on the possible devaluation of the Mexican Peso and the repercussions on the Santa Cruz County community related to property taxes.

1.05.4 CEO's UPDATE

Dr. Stella Perez

Summary of weekly updates and recommendations
Dr. Stella Perez welcomed all board members and guests.

Goal 1 – Facilities

- Dr. Perez reported to the SCCPCCD Board Members, during the summer, ten new security cameras were installed throughout the Santa Cruz Center by the SCCPCCD Security and IT team. These cameras offer state of the art, and new security recording features updating our safety and emergency management response measures. Mr. Jose Corrales offered a demonstration of these units during the board meeting.

Goal 2 – Budget

- Ms. Tavera shared a detailed account of the SCCPCCD financial reports for June & July 2019. As noted, SCCPCCD has been very prudent and conservative with SCCPCCD funds based on the expenditure limitations and have been monitoring SCCPCCD enrollment developments closely.
- Dr. Perez stated that she regularly looks to community funding-raising, grant developments, and student scholarship opportunities supporting the Santa Cruz Center and student learning.
- Also noted was the follow-up to the SCCPCCD Board Retreat on August 3, 2019. The SCCPCCD Finance Processes & Procedures were created by Mrs. Deb Thompson & approved by the SCCPCCD Board in 2017. They have been organized into a documented manual.

Goal 3 – Programs

- The PCC Fall 2019 registration is up **20%**, and Mr. Brian Nelson shared the latest Pima Community College advising updates. Pima Community College Santa Cruz County enrollment is up to **576** students and classes will begin on August 22, 2019.
- Dr. Perez shared that two new PCC courses have been opened to support student needs, an English course and a communications course.
- October 2019 'PCC late-start classes' have been created for mathematics, microeconomics, business and education courses.
- Dr. Perez stated that by request, SCCPCCD will begin hosting a Continuing Education Spanish Course at the Santa Cruz Center on August 19, 2019, following a successful version of this Continuing Education Course in Patagonia earlier in the summer. SCCPCCD is promoting the course option extensively throughout Santa Cruz County.

- Dr. Perez noted Chairman Urman had requested the GED completion rates for the Santa Cruz Center, which began in 2018. The outcome rates are as follows: A total of 300 tests were administered and 128 students successfully passed the tests, offering more than 50% pass rate. To date, 19 students have completed all four tests to fulfill all GED requirements.

Goal 4 – Personnel

- Dr. Perez offered a follow-up to the SCCPCCD Board Retreat on August 3, 2019, and has now gathered the SCCPCCD HR benefits, personnel, staff guidelines, and AZ. State Retirement System (A.S.R.S.) policies into manuals.

Goal 5 – External Funding & Grants

- The 2019-2020 IME-Becas Grant proposal was submitted to the Consulado General de Mexico en Nogales, Arizona on May 24, 2019, for \$20,000.00. Nationally, IME-Becas funding was down over 2.5 million dollars. This year, the SCCPCCD was the only organization funded in Santa Cruz County and received \$4,000.00. The highest 2019 IME-Becas award in the country was \$10,000.00.
- SCCPCCD has been invited to participate in a grant proposal with the SCC School Superintendent's Office on a TRIO grant project development as a successive grant development capstone to the C-CREO HUB Project. Like the C-CREO Project, this is a Department of Education, Federal funded project. However, rather than look to the pipeline of student enrollment, the TRIO project supports the diverse student services that help students persist & complete their degree and/or learning goals.

Goal 6 – Marketing

1. Dr. Perez stated that the SCCPCCD team has had very busy month marketing, promoting, and hosting events for the Santa Cruz Center. The SCCPCCD has represented and supported the following:
 - a) The 8th annual 'Jump Back to School' event at Nogales High School on July 13, 2019.
 - b) The 'Back to School Blitz' at Calabasas Middle School on July 28, 2019.
 - c) The Santa Cruz Center participated in the NUSD 'New Teacher Orientation' and had the opportunity to make connections with the new faculty and administrative leaders at NUSD.
 - d) The SCC Team completed the mailing of over 3,000 co-branded PCC & SCC Fall 2019 course flyers to all Santa Cruz County zip codes.
 - e) Also noted is the grand opening for the C-CREO Hub on August 29th at 11:00 a.m. Dr. Perez commented on the ribbon cutting ceremony, including presentations, a tour, and demonstrations of the new services, technology, and resources available at the Santa Cruz Center.

- f) Dr. Perez asked Ms. Christie Monreal to give up-to-date information on the billboard that will be on display for six months. The billboard will be on Grand Avenue. The plan is to either extend the contract or plan to have a billboard once a year.

Goal 7 – Government Relations

- Mr. Jack Lunsford, SCC lobbyist shared an update on the SCCPCCD legislative developments and his work to ramp up the SCCPCCD state position for FY 2019-2020.

**Goal 8 – Future Accreditation and Provisional Status –
Goal 9 – Five Year Future**

- Will work with Dr. Lopez to review and edit a 2nd Reading of the Board Strategic Goals 2019-2020 with specific attention to the board retreat, outcomes, and progress.

1.05.5 PCC Update Mr. Brian Nelson Advanced Program Director PCC

- Update from Dr. Stella Perez (Mr. Nelson not present)
- Dr. Perez reiterated the facts on the ongoing registration and enrollment success.
- SCCPCCD will be hosting community outreach events, such as voter registration out in the lobby on the first day of classes.
- SCCPCCD is also a grant partner with the Mariposa Medical Clinic, as part of the 'Opioid Planning Grant' in Santa Cruz County.

2.

APPROVAL OF MINUTES

ACTION

- Acceptance of Minutes for June 11, 2019, SCCPCCD Special Board Meeting. Upon motion by Dr. Angela Meixell, Vice-Chair, and second by Ms. Liz Collier, the SCCPCCD Special Board Minutes of June 11, 2019 were accepted.

MOTION CARRIES
4-0

Approved:

Mr. Nils Urman – Chair –Yea
Dr. Angela Meixell – Vice Chair – Yea
Mrs. Liz Collier – Yea
Dr. Marcelino Varona – Yea

Opposed:

None

- .01 Acceptance of Minutes for June 11, 2019, SCCPCCD Regular Meeting. Upon motion by Ms. Liz Collier, and second by Dr. Angela Meixell, the SCCPCCD Regular Board Minutes of June 11, 2019 were accepted.

MOTION CARRIES
4-0

Approved:

Mr. Nils Urman – Chair –Yea
Dr. Angela Meixell – Vice Chair – Yea
Ms. Liz Collier – Yea
Dr. Marcelino Varona – Yea

Opposed:

None

3.

INFORMATION ITEMS

INFORMATION

- 3.01 Discussion and AZ Community College Legislative Updates by The Lunsford Group LLC. (Updates were moved up to 1.01.5)
- 3.02 CREO-Hub Grand Opening August 29, 2019. Information/Promotion
Ms. Christie Monreal / Community Engagement & Marketing Specialist
- Ms. Monreal commented on the SCC billboard and also stated that she is working on reserving advertising radio spots on radio stations, such as Maxima and Radio Amor.
 - Ms. Monreal is also trying to secure USBs for SCCPCCD students, as they seem to struggle with printing.
 - Ms. Monreal stated that she is trying to contact the Nogales High School advisors and counselors, especially the new freshman counselor. Ms. Monreal will also be contacting Rio Rico and Patagonia advisors.
 - SCC Scholarships are being heavily promoted. SCC Educational Foundation currently has 15 applicants that are ready for review and the deadline may be extended.
 - Mrs. Collier commented to Ms. Monreal about the placements exams and the success in results if they are taken while the students are still in school and have not left for summer vacation.
 - Ms. Monreal commented on the CREO Hub grand opening and all activities will take place at the student union. There will be a luncheon, presentation, and ribbon cutting. Mrs. Sandra Davila will be in charge of the event planning.
- 3.03 Research, review, and selection of committee to develop SCCPCCD Board Policies. Dr. Stella Perez/CEO & Executive Director
- Dr. Perez commented on the research of board policies throughout the state of Arizona.
 - Dr. Perez asked if the board would like to look for a committee to review on how to adopt the board policies.
 - Dr. Varona stated that he does not agree to have SCCPCCD Board Members on the committee, which will be adopting board policies.
 - A suggestion was made that a good time to review this issue might be during the SCCPCCD winter board retreat, scheduled for January 11, 2020.

- Dr. Meixell commented on the time it takes to gather the information that SCCPCCD is trying to research, it is difficult to gather by one person and keep the policies simple. It was also noted that SCCPCCD will start adding approval dates to all policies, which are adopted.

3.04 Santa Cruz Center sound buffering information & proposal update.
Dr. Stella Perez/CEO & Executive Director

- Dr. Perez met with Goodman's Office Solutions staff, and commented that they were very helpful with research and resources. There are three types of sound buffering tools. Sound masking seems to be the best recommended option for our facility. It was explained that the sound buffer would be applied in the air vent system.
- A very specific type of design is needed in order to draw a proposal. A reflected ceiling plan is needed.
- Dr. Perez noted that there is a video that can be viewed on *NPSLLC.com* which is helpful in explaining how the different systems function.
- Dr. Varona commented on the time that SCCPCCD has been struggling with the issue of soundproofing the Santa Cruz Center. Dr. Varona also commented that SCCPCCD landlord should be doing the investigation and working to resolve the issue.
- Dr. Varona also mentioned that sometime in the near future, a new site for SCCPCCD needs to be discussed. Mr. Urman was also in agreement with Dr. Varona and that landlord needs to follow-up on how the lack of soundproofing will be taken care of.

3.05 Presentation of new SCCPCCD security and video monitoring cameras.
Mr. Jose Corrales/SCCPCCD IT Consultant

- Mr. Corrales demonstrated how the newly installed security cameras function.
- Mr. Corrales commented that they are easy to use, record, and view.
- Mr. Urman asked if the parking lots and exterior are covered as well. Mr. Corrales commented that just the front and back entrances and inside of the building is covered at this time.
- Access to the security monitors are granted to Ms. Christie Monreal, Alex Alvarez, and Mr. Corrales. Access can be granted to anyone else who is deemed necessary.
- Mr. Urman asked what was the total cost of the hardware was. Mr. Corrales stated that it was approximately \$1,200.00 per camera. The license for one-year costs approximately \$180.00.

3.06 Proposed revisions of strategic goals-revisions from board retreat on August 3, 2019 Dr. Homero Lopez/SCCPCCD Consultant

- Dr. Lopez commented on the goals that were agreed upon at the board retreat and if any changes need to be made.
- Dr. Lopez gave out a handout with highlighted areas and went over each goal.
- Dr. Lopez discussed the facility plans, and to date, these have not changed. Dr. Lopez noted the possibilities within the five-year plan and/or the possibility of a library.
- Dr. Lopez suggested to the board that they continue to look for a wider range of financial resources and wider areas for funding such as equalization resources.
- Suggestions were made on SCCPCCD Board Members partnering with specific programs to improve and get involved with the workforce. Dr. Perez suggested that she should be part of the renegotiation process.
- Questions on the online and hybrid courses were made to keep it on their radar screens. Dr. Lopez commented on the IGA and if there is room for negotiations and/or renegotiation part of it.
- Dr. Lopez suggested that HR policies need to be in place and have a job bank must be established. It was also suggested that SCCPCCD staffing be kept separated from PCC staffing.
- Dr. Lopez reiterated on the importance of public relations and communications.
- Government relations need to cover what is more important to SCCPCCD and the relationship with other community colleges.
- Dr. Lopez will return next month with the final version of all the goals that were agreed upon and stipulated at the board retreat.

4. ACTION ITEMS ACTION

- 4.01 Discussion, updates, and potential action on Cochise College Audit.
- Ms. Tavera met at Cochise College with staff. Auditors were busy and could not be present. Mrs. Tavera was given a letter in which it was mentioned that two employees that were at one time staff, have now retired. They seem to be willing to cooperate with anything we may need.
- 4.02 Discussion and potential action to participate in AZ Business Education Coalition to support the 'Invest in Ed' public survey and include *Provisional Community College* input for \$5,000.00.
- As mentioned by Mr. Jack Lunsford, SCCPCCD is not part of the ABEC survey at this point, however, if another one coming up and SCCPCCD hopes to participate, it is in our best interest to contribute the \$5,000. SCCPCCD would be part of the funding distribution if we are included in

total. Dr. Meixell reiterated that Dr. Perez should have the authority to offer the \$5,000.00.

- Upon the motion by Mrs. Liz Collier to support item 4.02 to authorize Dr. Stella Perez to invest in the ABEC Survey if deemed suitable and second by Dr. Meixell.

MOTION CARRIES:

Approved:

Mr. Nils Urman – Chair – Yea
Dr. Angela Meixell – Vice Chair – Yea
Ms. Liz Collier – Yea
Dr. Marcelino Varona – Yea

Opposed:

None

4.03 Discussion and potential date/location selection of 2019 SCCPCCD Winter Retreat.

- It was decided that the 2019 SCCPCCD winter retreat will be held at the Stage Coach Hotel in Patagonia, Arizona on **January 11, 2020**. It was also noted that SCCPCCD should couple the retreat with a tour of South32 facility.

Approved:

Mr. Nils Urman – Chair – Yea
Dr. Angela Meixell – Vice Chair – Yea
Mrs. Liz Collier – Yea
Dr. Marcelino Varona – Yea

Opposed:

None

5. **FUTURE MEETING DATES AND SITES** **INFORMATION**

- September 10, 2019 at 5:00 p.m.

6. **FUTURE AGENDA ITEMS** **INFORMATION**

- TBD

7. **ADJOURNMENT**

Upon motion by Mrs. Liz Collier and second by Dr. Angela Meixell, meeting was adjourned at 7:08 p.m.

MOTION CARRIES

Approved:

Mr. Nils Urman – Chair – Yea
Dr. Angela Meixell – Vice Chair – Yea
Ms. Liz Collier – Yea
Dr. Marcelino Varona – Yea

Opposed:

None

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "Stella Perez", written over a horizontal line.

Dr. Stella Perez, CEO/Executive Director

A handwritten signature in blue ink, appearing to read "Angela Meixell", written over a horizontal line.

Dr. Angela Meixell, SCCPCCD Vice-Chair

