

## MINUTES



### SANTA CRUZ COUNTY PROVISIONAL COMMUNITY COLLEGE DISTRICT GOVERNING BOARD MEETING

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

#### 1. GENERAL FUNCTIONS

##### 1.1 Call to order

Meeting called to order at 5:24 p.m. by chairperson, Mr. Nils Urman.

##### **Board members present:**

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

##### **Board members absent:**

Mr. Victor Fontes

##### **Staff present:**

Dr. Stella Perez - Executive Director/CEO  
Ms. Georgina Tavera - SCCPCCD Finance Manager  
Mr. Homero Lopez - SCCPCCD Consultant  
Ms. Christie Monreal - Community Engagement & Marketing Specialist  
Mr. Brian Nelson - Advanced Program Manager, PCC Santa Cruz County

##### **Guests:**

Mr. Jack Lunsford - Lunsford Group

##### 1.2 Pledge of the Allegiance:

Led by Mr. Brian Nelson

##### 1.3 Adoption of Agenda:

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

##### MOTION CARRIES.

4-0

##### Approved:

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

##### Opposed:

None

**1.4 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 and/or may ask staff to review the matter and have it placed 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 calls

**1.5 STANDING REPORTS INFORMATION**

1.5.1 Finance Manager Ms. Georgina Tavera

SCCPCCD Financial Report and Update

Ms. Tavera commented that there are no major changes to this month's Financial Report. Ms. Tavera reported a checking account balance of \$163,237.00 and a savings account balance of \$1,905,554.00. Ms. Tavera noted that she made a final payment to PCC during the past week, which was not included in the Financial Report. Ms. Tavera informed the board that the total payment to PCC was \$126,000.00. Ms. Tavera commented on the Employer Retirement contribution. The difference is due to the one-time payout. There was a comment made as to why SCCPCCD is being charged \$25.00 (Stop Payment fee) when SCCPCCD has over \$2M in the account. It was suggested that Ms. Tavera contact the bank and speak to someone about it. SCCPCCD Board also suggested the removal of the Cochise College name from the IGA's.

1.5.2 Chairperson of the Governing Board

Updates from Mr. Nils Urman

Mr. Urman informed SCCPCCD Board Members of attendance at the PCC Board Meeting with Dr. Perez and getting positive feedback from the board members present. Mr. Urman commented that he would like to invite the board members to come to Nogales and visit SCCPCCD, as they showed interest in visiting the facility. Mr. Urman discussed the possibility of ways to co-brand SCCPCCD with PCC and do market media that would benefit SCCPCCD.

1.5.3 Members of the Governing Board

Dr. Varona informed the board of the Chancellor's Luncheon on February 6, 2020 at the Tubac Golf Resort. Board members were encouraged to participate, as it will be a business-oriented guest list. Dr. Varona noted that preliminary invitations would be out in November. Ms. Collier commented on attending the Fiestas Patrias event at the Mexican Consulate. Ms. Collier noted that the Mexican Consulate presented SCCPCCD with a Mexican Flag, which Ms. Monreal pointed out was already on display next to the American Flag in the SCCPCCD Board Room.

1.5.4 CEO's Update Based on Strategic Goals Dr. Stella Perez

Summary of weekly updates and recommendations  
Dr. Stella Perez welcomed all Board Members and SCCPCCD Staff.

### **Goal 1 – Facilities**

Dr. Perez informed the board that SCCPCCD is working with Goodman's Office Solutions to research and review "sound blocking, sound masking, and/or sound buffering" at the SCCPCCD. SCCPCCD received a proposal from Goodman's Office Solution on October 2, 2019, meeting with SCCPCCD building and architectural drawings. Dr. Perez has shared it with Nogales Properties for their review, negotiations, and scheduling. Mr. Panousopoulos is out of the country at this time, but SCCPCCD is in touch with Mr. Flores for follow-up.

SCCPCCD has also received and approved the SCCPCCD flooring proposal to upgrade, patch and polish the concrete flooring throughout the college and the SCCPCCD Facilities Manager is handling the scheduling, which will be following the soundproofing.

### **Goal 2 – Budget**

Ms. Tavera shared the SCCPCCD Monthly Financial Reports requested by the board and included the details outlined from the September 2019 Board Meeting. Also gathered by Ms. Tavera was the PCC Spring invoicing information.

### **Goal 3 – Programs**

Dr. Perez noted that the PCC Team is working with the SCCPCCD Team in preparation for Spring 2020 registration. Brian Nelson will share the latest PCC update. Mr. Nelson will also be sharing the new program developments and orientation programs.

SCCPCCD has also been contacted by Gateway Community College in Phoenix, Arizona and will be initiating the IGAs for the Water and Waste Water certification programs. Updates will be available and programs will begin in Spring 2020.

Dr. Perez shared that, as part of SCCPCCD continued partnership and collaboration with PCC, she was invited to present at the PCC Oct. 2019 Board Meeting on October 2, 2019 regarding PCC Student Persistence, Retention, Completion, and Post-Completion. As PCC maintains this student data, Ted Roush, PCC-East Campus VP, shared the quantitative measures and Dr. Perez shared the qualitative student stories related to PCC, SCCPCCD, and UA Nogales students.

### **Goal 4 – Personnel**

Dr. Perez followed up on the Summer 2019 SCCPCCD Board Retreat (August 3, 2019) and reminded that SCCPCCD board members have scheduled a Winter Board Retreat on January 11, 2020 at the Stage Stop INN in Patagonia beginning at 9 a.m. As part of the event, SCCPCCD has scheduled a private tour of the South32 mines. Following the tour, SCCPCCD will host a dedicated South32 Student Scholarship Awards Ceremony in honor of South32's many contributions to the Santa Cruz Center.

Dr. Perez informed the board of her completion of a draft of a full series of SCCPCCD Board Policies. In conjunction with SCCPCCD Legal Counsel, Dave Pauole, SCCPCCD is in the final phases of review and hopes to have a copy for the consultants for input by October 31, 2019.

### **Goal 5 – External Funding & Grants**

Dr. Perez commented on the initiation of research and survey materials for a TRIO Grant Proposal, in partnership with the SCC School Superintendent's Office, the funding is through the U.S. Department of Education and part of the Title V application process.

### **Goal 6 – Marketing**

Dr. Perez informed the board that the SCCPCCD team has been very busy the month of September with marketing, promoting, and hosting events for the Santa Cruz Center.

- a) Dr. Perez was invited by South32 for a private community survey, prior to community meeting, on October 2, 2019.
- b) Meet and Greet with hosted tour of Santa Cruz Center for Ms. Kathy Hoffman (Superintendent of Public Instruction), Senator Dalessandro, and Representatives Gabaldon and Hernandez on October 4, 2019.
- c) AZ & the Future of North American Trade at the UofA (with Dr. Varona) on October 30, 2019 at 11 a.m.
- d) Dr. Perez informed board members that Mr. Jaime Chamberlain (newly named Chairman to the Nogales Port Authority), contacted her on September 17. Mr. Chamberlain would like to pursue three key areas in his new role and leadership with the community college district to start this effort:

Offered will be a cadre of expert and professional speakers for roundtable discussions and forums at the SCC. The list of speakers would include the Board of Directors of the Port Authority with the entities and organizations they each represent. Examples include the City of Nogales, Santa Cruz County, Fresh Produce Association of the Americas, Nogales Customs House Brokers, Nogales Community Development, Maquila Association of Nogales, and other local leaders.

Student Internship opportunities and apprenticeship models with the members of the Port Authority will also be explored. This would entail a better understanding of local industries and regional workforce roles through opportunities within the Port Authority.

SCCPCCD will collaboratively work to create a new logo and social media presence for the Port Authority. SCCPCCD believes that this may offer some relevant professional experience for students that, as was stated, "live on social media". The Port Authority could provide a one-time scholarship to the selected logo and the student that presents a social media strategy to expand the presence of the Port Authority in principle social media platforms.

### **Goal 7 – Government Relations**

Mr. Jack Lunsford, SCCPCCD Lobbyist, shared an update on SCCPCCD Legislative developments and his continued leadership promoting the SCCPCCD in the next legislative session.

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

Dr. Perez thanked Dr. Lopez and the outstanding SCCPCCD Board Members for a very thoughtful and positive series of future Board Goals. The dedicated and hard-working SCCPCCD Staff will begin working on these immediately.

#### **1.5.5 PCC Update Mr. Brian Nelson Advanced Program Manager, PCC**

Mr. Nelson noted the differences between full-time and adjunct faculty. Noted were the difference in pay and benefits, hours permitted for each, per semester and if there is the need for full time faculty.

Dr. Meixell asked if SCCPCCD has a demand for a full-time professor. Mr. Nelson responded with a yes, SCCPCCD could fill classes several times a day with Basic English and Math classes.

SCCPCCD Board Members believe full-time faculty will better support students and add to SCCPCCD classes.

Mr. Nelson explained that 8:00 and 9:00 a.m. classes are not popular here in Nogales.

Mr. Nelson informed the board that EMT is having their first information session on October 8, 2019 and will be starting its first covert in January. Mr. Nelson informed the board that more sessions will be provided in October, November, and December for both CNA and EMT.

## **2. APPROVAL OF MINUTES ACTION**

- 2.01 Acceptance of Minutes for September 10, 2019, SCCPCCD Regular Board Meeting. Upon motion by Ms. Liz Collier, and second by Dr. Angela Meixell, Vice-Chair, the SCCPCCD Regular Board Minutes of September 10, 2019 were accepted.

MOTION CARRIES  
4-0

#### **Approved:**

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

**Opposed:**  
None

### **3. INFORMATION ITEMS**

### **INFORMATION**

3.1 Discussion and AZ Community College Legislative Updates by the Lunsford Group LLC, Mr. Jack Lunsford, President, the Lunsford Group LLC

Mr. Lunsford commented that the Joint Ad Hoc Committee on boundary line changes did not pass the Legislature.

He also noted that Representative Griffin went to the Speaker of the House and got a joint committee created.

The purpose of the committee is to research and report on fiscal and related impacts on boundary line changes between Cochise and Santa Cruz Counties.

Mr. Lunsford commented that the report must be submitted by December 31, 2020, so this has a life of 15 months.

Mr. Lunsford reported that the first meeting is taking place on October 29, 2019 in Sonoita at 1:00 p.m. There is no agenda posted as of yet.

Members of the committee are three in the House and three in the Senate. The members are as follows: Representatives Gail Griffin, Rosanna Gabaldon, and Brenda Nutt as well as Senators Andrea Dalessandro, David Gowan, and Sylvia Allen.

There are also public members added to this committee which are all appointed by the senate president, the speaker of the house. All are a designated person on the committee except Mr. Sullivan.

Mr. Lunsford commented that they must be ready to testify to Ad Hoc Committee.

### **4. ACTION ITEMS**

### **ACTION**

4.1 Discussion, updates, and Review on Cochise College Audit.

Ms. Tavera

Ms. Tavera informed the board that the auditors have not made any progress in the past 3 weeks. They have not received documents/payroll information from Cochise College.

Dr. Varona reiterated that if they do not wish to comply, we would have SCCPCCD Attorney send a letter to Cochise College personnel and have them present the IGA documents or go to court.

4.2 Discussion, Updates, and Approval on SCC Facilities Use Agreement.

Dr. Stella Perez/CEO

Dr. Perez explained the handout for Facility Use Agreement regarding the use of SCCPCCD Facilities.

Dr. Meixell asked if it wording would be included in reference to political parties and the rental of our facilities. The Board feels that everyone should have an opportunity to lease the facility but at the discretion of SCCPCCD.

Mr. Urman commented on exceptions. Does SCCPCCD absorb cost for employee present for events? The answer to his question was yes. In fact SCCPCCD does absorb the cost for the event.

Upon motion by Dr. Angela Meixell Vice-Chair and second by Ms. Liz Collier motion to approve Facilities Use Agreement was accepted.

MOTION CARRIES

4-0

**Approved:**

Dr. Angela Meixell – Yea

Dr. Marcelino Varona – Yea

Mr. Nils Urman – Yea

Ms. Liz Collier – Yea

**Opposed:**  
None

**5. FUTURE MEETING DATES AND SITES**

**INFORMATION**

November 12, 2019 Regular Board Meeting at 5:00 p.m.  
January 11, 2019 Winter Board Retreat at 9:00 a.m.  
January 14, 2019 Regular Board Meeting at 5:00 p.m.

**6. FUTURE AGENDA ITEMS**

**INFORMATION**

TBD and shared with Dr. Perez

**7. ADJOURNMENT**

Upon motion by Ms. Liz Collier and second by Dr. Angela Meixell, Vice-Chair, meeting adjourned at 6:30 p.m.

MOTION CARRIES

**Approved:**

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

**Opposed:**

None

Respectfully submitted:

  
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Dr. Stella Perez, CEO/Executive Director

  
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Dr. Angela Meixell, SCCPCCD Vice-Chair