



**SANTA CRUZ COUNTY PROVISIONAL
COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

Regular Board Minutes

Tuesday, January 14, 2020

Santa Cruz Center
2021 North Grand Avenue, Board Room
Nogales, AZ 85621

1. GENERAL FUNCTIONS

1.01 Call to Order:

A Regular Public Meeting of the Santa Cruz County Provisional Community College District Governing Board was called to order at 5:00 p.m. by Mr. Nils Urman, Chairperson.

1.02 Pledge of Allegiance:

Ms. Liz Collier led the Pledge of Allegiance.

In Attendance:

Present at the meeting were Mr. Nils Urman- Chairperson, Dr. Angela Meixell- Vice-Chairperson, Ms. Liz Collier, Dr. Marcelino Varona Jr., Dr. Stella Perez- CEO/Executive Director, Ms. Georgina Tavera- Finance Manager, Dr. Homero Lopez- SCCPCCD Accreditation Consultant, and Ms. Christie Monreal- Community Engagement and Marketing Specialist.

1.03 Adoption of the Agenda

Ms. Collier motioned to adopt the January 14, 2020 SCCPCCD Governing Board Meeting Agenda as presented, seconded by Dr. Meixell. Motion carried unanimously 4-0.

| <i>NAME</i> | <i>AYE</i> | <i>NAY</i> | <i>ABSTAIN</i> |
|---------------------------|------------|------------|----------------|
| Mr. Nils Urman | X | | |
| Dr. Angela Meixell | X | | |
| Ms. Liz Collier | X | | |
| Dr. Marcelino Varona, Jr. | X | | |
| Mr. Victor Fontes | Absent | | |

1.04 Public Comment – Call to the Audience

No one addressed the Governing Board.

1.05 STANDING REPORTS

INFORMATION

1.05.1 SCCPCCD Finance Manager

Financial Report and Update

Ms. Tavera presented the Financial Reports for November 2019 and December 2019. She highlighted on the following:

- November 2019: The lease payment for the U of A was received in the amount of \$11,352; a payment was made to vendor CDW for the computers for the new computer labs in the amount of \$14,000.
- December 2019: A payment was made for the Spring 2020 enrollment flyer for printing and marketing in the amount of \$2,300; a payment to the Cochise final audit was made in the amount of \$4,430.
- Ms. Tavera provided information regarding Dr. Varona's request about the NALEO Conference in Las Vegas scheduled on June 23-25, 2020. The cost for each member is \$800 and \$900 for non-members. This does not include airfare, lodging, or per diem. Mr. Urman asked Ms. Tavera to provide a grand total to include travel cost per person, with hotel accommodations and per diem for each Board Member and the CEO to attend the event.
- Mr. Urman asked about the actual date of the cash available noted on the financial report and Mrs. Tavera noted it should have been "end of December 2019" and not "July 30, 2019". He also asked to change the word "balance" to "Bank Balances" as it now talking about two individual accounts.
- Dr. Varona asked Ms. Tavera to look into the costs/purchasing of the pre-paid legal services through The Trust.

1.05.2 Chairperson of the Governing Board

Mr. Urman had nothing to report.

1.05.3 Members of the Governing Board

- Dr. Varona stated that the Winter Retreat was great and he enjoyed the event very much. The food was good and everything was handled very well. He added that if there was better pricing than Tubac, the meetings should continue in Patagonia at the Stage Stop Inn, and perhaps we could schedule the South32 tour again.
- Ms. Collier agreed the Winter Retreat was very well done and appreciated the Patagonia High School Students who served at the event. She asked about the Cochise C-TED courses that passed and are scheduled to start this semester. Is there was a way to change these from Cochise College to Pima CC without going back to a vote? Mr. Urman suggested contacting the Superintendents of Pima JTED and Cochise C-TED and see if they might be able to address her question.

1.05.4 CEO's Update

- Dr. Perez shared an updated of events over the course of 2019 and explained in detail as they relate to the SCCPCCD & Santa Cruz County. She covered the following eight goals, as they relate to the 2019-2020 Strategic Plan:
 - Facilities
 - Budget
 - Programs
 - Personnel
 - External Funding and Grants
 - Marketing
 - Government Relations
 - Future Accreditations and Provisions Status

- Five Year Future

Dr. Perez added that the SCCPCCD Board Policies have been edited and updated in the new packet. She was thanked by the Board for her report.

- In reference to item 4, Future Meeting Dates and Sites, Dr. Perez shared the agenda for the Friday, January 17, 2020 Special Study Session developed by her, PCC Provost—Dr. Dolores Duran-Cerda, and Dr. Bruce Moses. As board member quorums will be present, th meeting will be a public meeting. The PCC Group is scheduled to arrive at 12:00 p.m. and will tour the SCC giving them an overall view of the SCC-PCC areas, assessment testing areas, and U of A South area. A working lunch will be held with a student forum, and questions/answer information exchange among all Board Members & guests in SCC Rooms #8 and #9. Students will have a total of 15 minutes to present, sharing what they like about the SCCPCCD, why they chose to continue their higher education locally, and what their next college and/or career goals include.
- For ‘New Business’ agenda topics, these focus on: Review of PCC/SCCPCCD IGA Highlights/Progress and Challenges to date; Review PCC Student Performance Measure and Course Work; and Discussion and Next Steps for PCC/SCCPCCD Progress.

1.05.5 *PCC Update*

- Dr. Perez provided the enrollment information presented by Mr. Brian Nelson and his recommendations. He recently recommended rationale for moving forward with classes even with low headcount such as yoga, etc. As of today, there are 692 total PCC-SCC headcount, the highest number of student enrollment to date.
- Mr. Urman asked about the course entitled ‘Old Testament’; Dr. Perez explained it was an optional Humanities Elective for students with imminent plans to graduate who are missing basic elective credits.
- Ms. Collier asked about putting together a Continuing Education Art Program @ the Santa Cruz Center; Dr. Pérez said she had reached out to Vivian Vovchuk from the Tubac Center for the Arts and has scheduled a future meeting to discuss potential ideas, courses, and course requirements.

2. **APPROVAL OF MINUTES**

ACTION

2.01 *Acceptance of Minutes for the Special Study Session, October 8, 2019*

Ms. Collier motioned to approve the minutes of the Special Study Session of October 8, 2019, seconded by Dr. Meixell. Motion carried unanimously, 4-0.

| <i>NAME</i> | <i>AYE</i> | <i>NAY</i> | <i>ABSTAIN</i> |
|---------------------------|------------|------------|----------------|
| Mr. Nils Urman | X | | |
| Dr. Angela Meixell | X | | |
| Ms. Liz Collier | X | | |
| Dr. Marcelino Varona, Jr. | X | | |
| Mr. Victor Fontes | Absent | | |

2.02 Acceptance of Minutes for Regular Board meeting, November 12, 2019

Dr. Varona motioned to table the minutes of the Regular Board meeting of November 12, 2019, seconded by Ms. Collier. Motion carried unanimously, 4-0.

| <i>NAME</i> | <i>AYE</i> | <i>NAY</i> | <i>ABSTAIN</i> |
|---------------------------|------------|------------|----------------|
| Mr. Nils Urman | X | | |
| Dr. Angela Meixell | X | | |
| Ms. Liz Collier | X | | |
| Dr. Marcelino Varona, Jr. | X | | |
| Mr. Victor Fontes | Absent | | |

3. ACTION ITEMS

ACTION

3.01 Discussion and possible action to appoint new Board Chair and Vice Chair for 1-Year Term

Dr. Varona motioned to elect Dr. Meixell as new Board Chairman. He noted the SCCPCCD Bylaws outline the position as a 2-year term. Ms. Collier seconded this motion. Motion carried unanimously, 4-0. She was congratulated by all!

| <i>NAME</i> | <i>AYE</i> | <i>NAY</i> | <i>ABSTAIN</i> |
|---------------------------|------------|------------|----------------|
| Mr. Nils Urman | X | | |
| Dr. Angela Meixell | X | | |
| Ms. Liz Collier | X | | |
| Dr. Marcelino Varona, Jr. | X | | |
| Mr. Victor Fontes | Absent | | |

- Dr. Meixell took over leadership of the meeting as the new elected Board Chairman.
- Dr. Meixell ^{Dr.} made a motion to change the Board Vice-Chairman 1-Year Term to a 2-Year Term.
- Note: Mr. Victor Fontes was considered for Board Vice-Chairman as he is the next person in line but due to his absences, it was dismissed.

Mr. Urman made a motion to elect Dr. Varona as the Board Vice-Chairman for a 2-Year Term seconded by Ms. Collier. Motion carried unanimously, 4-0.

| <i>NAME</i> | <i>AYE</i> | <i>NAY</i> | <i>ABSTAIN</i> |
|---------------------------|------------|------------|----------------|
| Mr. Nils Urman | X | | |
| Dr. Angela Meixell | X | | |
| Ms. Liz Collier | X | | |
| Dr. Marcelino Varona, Jr. | X | | |
| Mr. Victor Fontes | Absent | | |

3.02 Discussed and removed former SCCPCCD/CFO Consultant signature line from SCCPCCD bank accounts

Ms. Collier made a motion to remove Mr. Richard Brennan from the SCCPCCD signature line bank accounts, seconded by Mr. Urman. Motion carried unanimously, 4-0.

| <i>NAME</i> | <i>AYE</i> | <i>NAY</i> | <i>ABSTAIN</i> |
|---------------------------|------------|------------|----------------|
| Mr. Nils Urman | X | | |
| Dr. Angela Meixell | X | | |
| Ms. Liz Collier | X | | |
| Dr. Marcelino Varona, Jr. | X | | |
| Mr. Victor Fontes | Absent | | |

3.03 Discussed and updated the SCCPCCD/Board signature line from current SCCPCCD bank accounts and updated with the SCCPCCD Board Chair

Ms. Collier made a motion to update the SCCPCCD/Board signature line from current SCCPCCD bank accounts and update with SCCPCCD Board Chair seconded by Mr. Urman. Motion carried unanimously, 4-0.

| <i>NAME</i> | <i>AYE</i> | <i>NAY</i> | <i>ABSTAIN</i> |
|---------------------------|------------|------------|----------------|
| Mr. Nils Urman | X | | |
| Dr. Angela Meixell | X | | |
| Ms. Liz Collier | X | | |
| Dr. Marcelino Varona, Jr. | X | | |
| Mr. Victor Fontes | Absent | | |

3.04 Discussed and adopted the SCCPCCD Strategic Plan/2019-2020

Mr. Urman made a motion to adopt the SCCPCCD Strategic Plan for 2019-2020, seconded by Ms. Collier. Motion carried unanimously, 4-0.

| <i>NAME</i> | <i>AYE</i> | <i>NAY</i> | <i>ABSTAIN</i> |
|---------------------------|------------|------------|----------------|
| Mr. Nils Urman | X | | |
| Dr. Angela Meixell | X | | |
| Ms. Liz Collier | X | | |
| Dr. Marcelino Varona, Jr. | X | | |
| Mr. Victor Fontes | Absent | | |

3.05 Discussed and adopted the following SCCPCCD Board Policies for 2020:

- *Prime Policy (BP 1.01)*
- *Interpretation of Revised Policies (BP 1.02)*
- *Delegation of Authority to the CEO/Executive Director (BP 1.03)*
- *Personnel Governance and Policy for College Employees (BP 1.04)*
- *Governance (BP 1.05)*
- *Conflict of Interest (BP 1.06)*
- *Board Participation in Employee Benefit Plan (BP 1.07)*
- *Workplace Violence Prevention (BP 1.08)*
- *Institutional Effectiveness (BP 1.09)*
- *Public Access and Free Expression on College Property (BP 1.10)*
- *Receipt of Gifts (BP 1.11)*
- *Naming Opportunities (BP 1.12)*
- *Data and Information Sharing (BP 1.13)*
- *Non-Discrimination Policy (BP 1.14)*

Ms. Collier made a motion to adopt the above SCCPCCD Board Policies for 2020 with the correction of removing Tucson Unified District, referenced to BP 1.05, seconded by Dr. Meixell. Motion carried unanimously, 4-0

| <i>NAME</i> | <i>AYE</i> | <i>NAY</i> | <i>ABSTAIN</i> |
|---------------------------|------------|------------|----------------|
| Mr. Nils Urman | X | | |
| Dr. Angela Meixell | X | | |
| Ms. Liz Collier | X | | |
| Dr. Marcelino Varona, Jr. | X | | |
| Mr. Victor Fontes | Absent | | |

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

- Friday, January 17, 2020 at 12:00 p.m.— Special Study Session
- Tuesday, February 11, 2020 at 5:00 p.m.

5. **FUTURE AGENDA ITEMS** **INFORMATION**

- August 15, 2020: Potential SCCPCCD 2020 Summer Board Retreat. Location: TBD. Suggestions include: Stage Stop Inn, Patagonia, Tubac Community Center, Tubac.
- Dr. Varona asked to send a memo out in reference to Dr. Perez' evaluation. He suggested getting other board members, such as new Board Chair, involved in her evaluation.
- Dr. Meixell requested to add an agenda item at the February 11, 2020 Board Meeting to formerly end the Cochise audit.

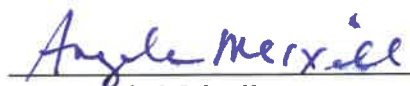
6. **ADJOURNMENT**

Having no further business to discuss, Mr. Nils Urman motioned to adjourn the meeting at 6:24 p.m., seconded by Ms. Liz Collier. Motion carried unanimously 4-0.

| <i>NAME</i> | <i>AYE</i> | <i>NAY</i> | <i>ABSTAIN</i> |
|---------------------------|------------|------------|----------------|
| Mr. Nils Urman | X | | |
| Dr. Angela Meixell | X | | |
| Ms. Liz Collier | X | | |
| Dr. Marcelino Varona, Jr. | X | | |
| Mr. Victor Fontes | Absent | | |

Minutes presented respectfully by:


 Dr. Stella Perez,
 Executive Director/CEO


 Dr. Angela Meixell,
 SCCPCCD Chairperson