

MINUTES

(Subject to approval at next Regular Governing Board Meeting)

SANTA CRUZ COUNTY PROVISIONAL COMMUNITY COLLEGE DISTRICT GOVERNING BOARD MEETING

**Tuesday November 12, 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
Mr. Nils Urman, Chairperson
Dr. Marcelino Varona
Ms. Liz Collier

Board members absent:

Mr. Victor Fontes

Staff present:

Dr. Stella Perez - SCCPCCD 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 - via conference call
Mr. Richard Brennan—former CFO - SCCPCCD
Mr. Dave Pauole- SCCPCCD Attorney - via conference call

1.02 Pledge of the Allegiance:

Led by Mr. Richard Brennan

1.03 Adoption of Agenda:

Upon motion by Ms. Liz Collier and second by Dr. Angela Meixell, Vice-Chair, 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

1.04 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 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 public comments

1.05 STANDING REPORTS

INFORMATION

1.05.1 SCCPCCD Financial Report and Update

Ms. Georgina Tavera

- Ms. Tavera reviewed the October 2019 Financial Report with Board Members.
- Ms. Tavera noted that there were no new expenditures regarding the monthly financial reports.
- Ms. Tavera mentioned the SCC lease payment of \$75,000.00 had been made for the first three months.
- Ms. Tavera also informed the board that a payment of \$136,000.00 has been made to Pima Community College for the 2019 Spring Semester.
- Also recognized was a total of \$5,954.00 as normal monthly expenses.
- Dr. Varona asked for an update of the \$25.00 charge for the stop payment request on a lost check from the previous month. Ms. Tavera replied that she called and spoke to a representative at Chase Bank and was told that a supervisor would be contacting her. To this day, they have not contacted her or reversed the charge.

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

No Updates

1.05.3 Members of the Governing Board

- Dr. Varona reported that Dr. Perez and he attended the Trade Forum at the University of Arizona. He shared that it was a very good event, and Dr. Varona was especially impressed with the Eller College information resources on international trade and local trade in Nogales. There is also a diverse amount of current research and references on logistics, commerce, and transportation in the region impacting global trade.
- Dr. Varona also mentioned that Nogales Ports of Entry dropped from the top five (5) in crossings to number six (6) in the country. Nogales, AZ has not fallen with the quantity of people crossing the border; it just means that people coming in from Mexico have chosen to come in through Texas or California instead.
- Dr. Varona requested information on the upcoming NALEO Conference in June 2020 from Dr. Perez.

Summary of weekly updates and recommendations

Dr. Stella Perez welcomed all Board Members and SCCPCCD Staff.

Goal 1 – Facilities

- Dr. Perez shared her thoughts on the UofA Trade Forum and noted the great representation from Nogales, AZ—from the panel participants to the audience members—making up approximately 10% of the guests.
- Dr. Perez informed the board that Nogales Properties Management has received the proposal from Goodman's Office Solutions and are working on the final details of the soundproofing installation contract. The Santa Cruz Center has created a schedule for these improvements following the holiday break and school closure.
- Mr. Jose Corrales and Mr. Alex Alvarez have also completed the electrical upgrades for Room 1 (Computer Lab), and the new lab installation is scheduled to open before the 2020 Spring Semester.

Goal 2 – Budget

- Ms. Tavera and Dr. Perez have initialed the FY 20-21 Preliminary Budget, as requested for the Winter Board Retreat. This will be included as an agenda topic for discussion.

Goal 3 – Programs

- Dr. Perez noted that the PCC Team has started working with the SCCPCCD team in preparation for Spring 2020 registration, which started on November 12, 2019.
- Dr. Perez commented on the new programs for the Spring 2020 semester. One of those programs is the Emergency Medical Technician (EMT).
- SCC is also promoting the Certified Nursing Assistant (CNA) commencement event in the Nogales International. This semester, SCC had six graduates from this program.

Goal 4 – Personnel

- Dr. Perez also noted that this is the final SCCPCCD Board Meeting for 2019. Dr. Perez has started planning the SCCPCCD Winter Board Retreat at the Stage Stop INN in Patagonia on January 11, 2020 starting at 9:00 a.m. A private tour of the South 32 Mine is planned as part of the event following the meeting.
- SCCPCCD recently received an invitation from the PCC Chancellor's Office to meet with the PCC Governing Board. SCC has started planning the event, which will be scheduled for Friday January 17, 2020. The meeting will include a private lunch at 12:00 P.M with the meeting beginning at 1:00 P.M.

Goal 5 – External Funding & Grants

- Dr. Perez informed the board of an opportunity for a new grant development with League of United Latin American Citizens (LULAC) as a new development to the SCCPCCD LULAC/Empower Hispanic America w/Technology (EHAT) Grant to support technology training with Google resources and software tools. The Grow with Google (GwG) Grant deadline is December 18, 2019.

Goal 6 – Marketing

- Dr. Perez informed the board that the SCCPCCD Team has had a busy month marketing, promoting, and hosting events for the Santa Cruz Center. The highlights include presentations at:

1. Participated @ SCC School Superintendent's Office/Meet & Greet Breakfast (Nov. 6, 2019)
2. Participated @ SCC Opioid Planning Grant/Strategic Planning Meeting (Nov. 21, 2019)
3. Participation @ Pierson Vocational High School Career Fair (Nov 27, 2019)
4. Participated @ Día de los Muertos event by Nogales Chamber of Commerce (Oct. 2019)
5. Participated @ AZ Business & Education Council Monthly Meeting (Nov. 22, 2019)
6. Participated @ AZ Rural Caucus (Nov. 13, 2019)
7. Participation @ SCC School Superintendent's Legislative Meeting (Dec. 3)
8. Participation @ Pima Small Business Development Center Breakfast (Dec. 4)
9. Hosted the Wade Carpenter Middle School Tour for CREO Students (Nov. 4, 2019)
10. Finalizing invitations and details for High School Tour for CREO Students (Nov. 4, 2019)
11. Finalizing invitations and details for High School Counselor's Luncheon.
NHS, RRHS, Pierson, Patagonia, EdOptions, Lourdes, Pinnacle and CIMA Vista.
12. Finalizing application & planning to participate in the 2019 City of Nogales Holiday Parade.
13. Print ads with Nogales International, Discover Southern Arizona.
14. Radio Spots promoting Spring 2020 Registration and continuing education training on Radio Amor (107.9) and Maxima (99.1)

Goal 7 – Government Relations

- Mr. Lunsford presented his update, online, and shared SCCPCCD Legislative developments and his continued leadership in the next legislative session.

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

- Dr. Perez closed her CEO Report by asking Dr. Lopez for a brief update on the final revision of the SCCPCCD Strategic Goals for 2019/2020. The SCC Staff is dedicated to making significant progress and working progressively on SCCPCCD initiatives, which will be shared with the board in the January 2020 Board Meeting.

1.05.5 PCC Update Mr. Brian Nelson Advanced Program Manager, PCC

- Mr. Nelson provided an update on the 2020 PCC Schedule and course offerings.
- This semester, there will be 44 classes offered at SCC and the time schedule will be as follows.
 1. 8 in the morning
 2. 8 in the afternoon
 3. 18 in the evening

The total course offerings are 27, with some being held twice a week making it 44 unique classes in total.

2. APPROVAL OF MINUTES

ACTION

- 2.01 Acceptance of Minutes for October 8, 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.
- Dr. Varona commented on spelling errors and incorrect dates specified in the Minutes.
 - Dr. Varona suggested that Dr. Meixell proofread the minutes before the final draft is presented before permanent record.
 - The November 12, 2019 Meeting Minutes will be deferred to the January 14 2020 Board Meeting.

MOTION CARRIES

4-0

Approved:

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

Opposed:

None

- 2.02 Executive Session to discuss and consult for legal advice with SCCPCCD's Attorney regarding the Cochise College Audit, in accordance with A.R.S. Section 38-431.03 A)(3).

Upon motion by Ms. Liz Collier and second by Dr. Marcelino Varona, Executive Session adjourned at 5:50 p.m.

MOTION CARRIES

Approved:

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

Opposed:

None

3. INFORMATION ITEMS

INFORMATION

- 3.01 Discussion and AZ Community College Legislative Updates by the Lunsford Group LLC, Mr. Jack Lunsford, President, the Lunsford Group LLC
- Mr. Lunsford commented on the meetings with Senator McSally, State Legislators, and the Alpha Conference that Dr. Perez and he will be attending.
 - Mr. Lunsford also noted that there is a lot going on at this time.

4. ACTION ITEMS

ACTION

- 4.02 Discussion and Potential Action on Transition of SCCPCCD Facilities Janitorial Services
Dr. Stella Perez

- Dr. Perez commented on the hours, benefits, and rate of pay for the janitorial employee who has been with SCCPCCD for several years.
- Dr. Varona commented that he was not comfortable not offering the same benefits that the full-time employees are receiving.
- It was noted that there are several other SCCPCCD employees, as the employee mentioned, that were not receiving benefits. It was agreed that further discussion and investigation to HR matters would be required prior to a full motion.

Upon motion by Dr. Marcelino Varona and second by Dr. Angela Meixell, the motion to table the Action Item was accepted.

MOTION CARRIES

Approved:

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

Opposed:

None

5. FUTURE MEETING DATES AND SITES

INFORMATION

- January 11, 2019 SCCPCCD Winter Retreat
- January 14, 2019 SCCPCCD Regular Board Meeting
- January 17, 2019 Meeting with PCC-SCC

6. FUTURE AGENDA ITEMS

INFORMATION

Action Item 4.02

7. ADJOURNMENT

Upon motion by Mr. Nils Urman meeting adjourned at 6:13 p.m.

MOTION CARRIES

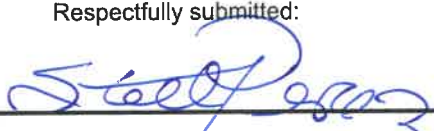
Approved:

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

Opposed:

None

Respectfully submitted:



Dr. Stella Perez, CEO/Executive Director



Dr. Angela Meixell, SCCPCCD Vice-Chair