

# MINUTES

(Subject to approval at next Regular Governing Board meeting)

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

**Tuesday May 14, 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, Chairperson  
Dr. Angela Meixell, Vice Chair  
Mrs. Liz Collier  
Dr. Marcelino Varona

**Board members absent:**

Mr. Victor Fontes

**Staff present:**

Dr. Stella Perez - Executive Director/CEO  
Mrs. Georgina Tavera –SCCPCCD Finance Manager

**Guests:**

Mr. Richard Brennan-Former SCCPCCD CFO  
Ms. Nora Herrera - Program Director Assistant for PCC  
Dr. Homero Lopez - SCCPCCD Consultant  
Mr. Jack Lunsford - Lunsford Group  
Mr. James Candland - Clarus Companies LLC. Teleconference

- 1.02 **Pledge of the Allegiance**  
Led by Mr. Rich Brennan

1.03      **Adoption of Agenda**

Upon motion by Dr. Angela Meixell, Vice-Chair and second by Ms. Liz Collier, the agenda for the May 14, 2019 SCCPCCD Governing Board meeting was accepted as presented. MOTION CARRIES.

Board votes as follows: 4-0

Mr. Nils Urman—Chair—yea

Dr. Angela Meixell-Vice Chair—yea

Ms. Liz Collier—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    SCCPCCD Finance Manager - Mrs. Georgina Tavera

Financial reports were presented by Mrs. Georgina Tavera, SCCPCCD Finance Manager as of April 30, 2019, SCCPCCD account has \$2,234,970.00

- Mrs. Tavera handed board members copies of the summary of SCCPCCD Financial Reports for Fiscal Year 2018/2019.
- Attached to the financials is a two-page summary of last fiscal year's audit with no findings or recommendations reported.
- Signatures on Dr. Perez's expense checks have been done by Mr. Rich Brennan. Dr. Varona inquired about the signing of the checks.

- Dr. Varona requested putting the Arizona Auditor General Report on the agenda during the summer retreat, where they will have more time for discussion and review by the board.

#### 1.05.2 Chairman of the Governing Board Updates from Mr. Nils Urman

- Mr. Urman had no updates or comments.

#### 1.05.3 Members of the Governing Board

- Ms. Collier shared that dual enrollment has been added to Patagonia High School. She commented that this year's graduating seniors took English 101 and English 102. They will also add Humanities and History pre-requisite credits.

#### 1.05.4 CEO Update Chief Executive Officer Dr. Stella Perez

A. Summary of weekly updates: Dr. Perez welcomed all Board Members and Members of the Community.

##### **Goal 1-Facilities**

- The SCCPCCD remodel is underway for the College & Career Readiness and Educational Opportunities Hub "C-CREO Hub". The carpet, walls, and ceiling have been removed and the project renovation is on schedule to open for the Fall Semester 2019.

##### **Goal 2- Budget**

- Mr. Rich Brennan and Mrs. Georgina Tavera are following the SCCPCCD 2019-2020 Budget Adoption Timeline. Dr. Perez commented that more would be discussed on the 2019-2020 annual budget for the SCCPCCD later in the agenda.

##### **Goal 3 – Programs**

- The PCC Fall 2019 schedule is posted and registration is open with programs in Certified Nursing Assistant, Medical Assistant, Education, Logistics, and Business available through PCC at the Santa Cruz Center. These are very exciting new

program developments, and the SCCPCCD is looking to market these programs throughout Santa Cruz County.

- The SCCPCCD maintains the mission for Adult Basic Education and Continuing Education. Due to demand, the SCCPCCD will be offering “Spanish” courses during the summer in Patagonia & Nogales. For Spring 2019 semester, the SCCPCCD offered 2 sessions of ESL, with 18 students completing the semester.
- Dr. Perez also informed the board that 250 GED Tests have been delivered from January 2019-May 2019.

#### **Goal 4- Personnel**

- Dr. Perez and Mrs. Tavera continue working with the 4 student assistants in supporting the front desk activities and daily operations. As they continue with administrative and marketing developments, new training with changes in roles and responsibilities will be required.

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

- The 2019 – 2020 IME-Becas Grant is due May 24, 2019, Dr. Perez has been very active in the proposal development. Matching contributions have been secured (as required for funding) from the Nogales Port Authority, and will be submitted to the Consulado General de Mexico de Nogales.
- As part of the Rural Opioid Planning Grant Consortium, the **Rural Communities Opioid Response Program-Planning (RCORP-P)** was awarded to Mariposa Community Health Center (MCHC) on May 13, 2019, to address substance use disorder and opioid use disorder in Santa Cruz County. With MCHC as the lead of the 3-year grant, 40% of the budget will support five local partners and consultants to help disseminate new information and provide evidence-based models among organizations throughout Santa Cruz County.

#### **Goal 6- Marketing**

- The SCCPCCD continues to promote and market through social media, print, and numerous events. The SCCPCCD was represented at:
  - a) The 2019 University of Arizona South Commencement on May 9, 2019 at Buena High School Performing Arts Center, Sierra Vista, AZ as an honored guest.

b) The 2019 Santa Cruz County Continuing Education Awards Ceremony on May 13, 2019 at First Baptist Church, Nogales, AZ as an honored guest.

c) The Town Hall Community Meeting at the Sonoita Fairgrounds on May 15, 2019, presenting the history of SCCPCCD, financials, and strategic plan.

d) The meeting with the SCC School Superintendent's Office to finalize the guest list for the 'Save the Date' invitations to the '**AZAchieve60 Statement of Attainment Report**' on June 25, 2019. SCCPCCD is working with Rachel Yanof, Executive Director of **Achieve60AZ**, to host a conference event at the Santa Cruz Center. SCCPCCD have received confirmation that President Robbins of the University of Arizona will be a lead presenter at the event.

**Acheive60AZ** is dedicated to ensuring 60 percent of Arizonans have a certificate or college degree by 2030 and build the state's future workforce.

#### **Goal 7- Government Relations**

- As shared by our SCCPCCD Lobbyists, SCCPCCD has been very active and busy with the legislators in relation to activities and events to include provisional community colleges as a formal part of the AZ budget. Mr. Jack Lunsford and Mr. James Candland provided more details during their information updates.

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

- Dr. Lopez continues to monitor accreditation updates and HLC criteria in the state and on a national level. The SCCPCCD and Dr. Lopez have identified specific dates for the SCCPCCD 2019 Summer Governing Board Retreat and will share those at the June 2019 Board Meeting for planning.

#### ***Questions and answers from Board Members to Dr. Perez:***

- Mr. Urman inquired about the 250 GED tests handed out and what percent (%) successfully passed. Dr. Perez commented that she wasn't sure of that answer but would certainly get in contact with Pearson or the SCC Workforce, whom we collaborate with on training for the GED, and try to secure an answer.

- Dr. Perez was also questioned on how many of those tests were in Spanish. Dr. Perez will also request this information from Pearson management data sources.

#### 1.05.5 PCC Update Ms. Nora Herrera Program Assistant

- Nora Herrera represented Pima Community College and presented the PCC Placement processes based on '*Multiple Measures*' as a slide show. *Multiple Measures* allow a student to be placed in a class using their ongoing GPA, ACT, and SAT scores, if they are a current high school senior. Using this takes in account, their entire academic history instead of just referencing a single 3-hour test.
- PCC was using a 2.5 GPA average and found that students weren't as successful. They moved the GPA to 3.0 and are having much more success using ACT and SAT (AZ Merit Test has been removed from the formula) and are seeing that the students are placing at college level.
- Dr. Varona inquired as to what the problem was with the AZ Standardized Test that caused it to be removed. Ms. Herrera answered she was not completely sure as to why it was removed and will make sure to have an answer for the next meeting.
- Ms. Collier mentioned having around 20 high school sophomore students coming in from Patagonia to take the Accuplacer at SCCPCCD and complete this first college step. Students haven't taken their ACT or SAT, and would have to take the Accuplacer, being that they only have their GPA for reference.
- Statistics and data supporting *Multiple Measures* shows that PCC had 745 students in Fall 2018 semester eligible to apply using *Multiple Measures*.
- Stats also show that PCC had more success in writing tests than math tests, this being the reasoning for giving students two options on the tests.
- Dr. Varona asked if anything was going to be done with the PCC Welding program. Ms. Herrera was not sure which route this program is taking.

## 2. APPROVAL OF MINUTES

## ACTION

- 2.01 Acceptance of Minutes for April 16, 2019 Regular Meeting  
Following discussion of edits & errors, it was recommended the April 16, 2019 SCCPCCD Board Minutes be tabled.  
Upon motion by Dr. Angela Meixell, and seconded by Ms. Liz Collier the SCCPCCD Board Minutes of April 16, 2019 were motioned to be tabled.  
MOTION CARRIES

Board votes as follows: 4-0  
Mr. Nils Urman—Chair—yea  
Dr. Angela Meixell-Vice Chair—yea  
Ms. Liz Collier—yea  
Dr. Marcelino Varona—yea

## 3. INFORMATION ITEMS

## INFORMATION

- 3.01 Discussion and Arizona State Legislative Updates by Clarus Companies LLC
- Mr. James Candland, Clarus Companies LLC as per teleconference.
  - Mr. Candland informed Board that Legislature is in its last two weeks of legislation and “it’s going slow”.
  - There are still about 200 bills that are still being discussed and moving slow.
  - Finalizing the AZ State Budget is the main priority and all is very quiet.
  - The Senate is held up, as four Republican Senators are holding out over various subjects.
  - The House seems to be getting in line with the Governor’s Budget, however the Senate seems to be blocking certain agenda items.
  - To date, the overall AZ Community College funding has been increased by 68K in state aid & M&O.
- 3.02 Discussion and Arizona Community College Legislative Updates by the Lunsford Group LLC. Mr. Jack Lunsford President
- Mr. Jack Lunsford referred back to the Legislative Update handout that was previously delivered to SCCPCCD Board Members.
  - Mr. Lunsford also sent an analysis for Board Members to review on questions that were directed to Mr. James Candland.
  - Mr. Lunsford held a couple of meetings with Representative Griffin over the particular legislation being discussed on the ‘east county/SCC split’.

- Currently, there are community meetings in Sonoita, and he will attend those meetings for insight and follow-up.
- Mr. Lunsford agreed with Mr. Candland's assumption on the "Go Home Bill" for Representative Griffin. If this particular bill is on her "Go Home List" and that's what she needs to sign for the budget, then it will pass, if not, it could fall by the wayside.
- Mr. Lunsford spoke to Senator Fann, and if the 'east county/SCC split' bill did pass, the next effort would be to find people to form a study committee.
- Mr. Lunsford met with several legislators in reference to the SCC Appropriations. Mr. Lunsford has not seen a dollar amount but did hear that Senator Gowen has taken a proposal for Rural Community Colleges of approximately 22 million dollars. Mr. Lunsford was told that it's more like 14 million and that would be for all rural community colleges. They have not given up at all, and he is letting Senator Gowen know of their support for the proposal at the time, for Rural Community Colleges. If we can get 68k based on enrollment, and keep working on the 250k. The Rural Caucus has endorsed the SCCPCCD request, it has been sent to the Speaker of the House, and has now been circulated among Legislators.
- Dr. Meixell asked about the 'east county/SCC split', and inquired about more details if it were to pass in this session.
- Mr. Lunsford explained that if it passes, the study committee would be created and approved, and all members have to be constituted. If the appointments are not made, the committee never meets. If it meets, because the committees were made, then it meets and it's recorded, it has until 2020 to make a report.
- There will be required public meetings and would all be done in this general area.
- Dr. Meixell commented on this bill being spearheaded by 20 to 40 people, in an area that has approximately 400 living in it, questioning—"would this go to a state, county, or local vote?"
- Mr. Lunsford explained that the recommendation of the committee would go to a vote. Based on what is reported by the president of the committee, they would then speak to the Governor, and from that initiate processes to have a succession from one county to another. Which will have to go to a vote. He did add, more than likely, district will not split.



- Mr. Lunsford would recommend that it requires an approval of both counties for a district split. In other words, that the receding county and sending county have to agree.
- What is the percent of property taxes that affect SCCPCCD? The Sonoita/Elgin district is less than 1%, but if we include Patagonia in the equation, it is approximately 13%. Patagonia is not part of the 'east county/SCC split' proposal.
- Dr. Varona asked if the vote for the split involves the entire county. From previous experience, Mr. Lunsford confirmed that the entire county has to vote, and it would potentially be a two or three-year process—to include all committee studies and for the entire procedure to conclude.

#### 4. ACTION ITEMS

#### ACTION

##### 4.01 Discussion and potential action on Cochise College Audit.

- Mrs. Tavera mentioned that she spoke to representatives at the Roberts Association Group, and was told that they will start the audit sometime the 2<sup>nd</sup> half of May.
- Dr. Varona commented that if the audit does not get started that SCCPCCD needs to get another auditor. Mrs. Tavera will follow up with them.
- Dr. Varona also mentioned that the purchased cart of 40 laptop computers need to be located. We need a copy of the invoice for the purchase and/or find out where they are.

##### 4.02 Discussion and potential acceptance of 2019-2020 FY SCCPCCD Budget

- 2019 Budget will be published in Nogales International on both 5/22 and 6/05. Budget meeting is scheduled for June 11, 2019.
- 2019/2020 Budget will be \$1,771,874.00 which is 327k less than last year.
- The number of full-time students is 134 in comparison to 317 the previous year, which leaves us with a much higher Expenditure Limitation (EL) rate.
- Paid salaries are a total amount of \$434,951.00, which is summarized on the 2<sup>nd</sup> page of the handout.

- Dr. Varona inquired about the total full-time employees at the present moment. Mrs. Tavera answered with the total amount of 4, which consist of SCCPCCD CEO, Finance Manager Maintenance/Security, and Social Marketing Director. There will be two employees receiving a 3% increase, which will be SCCPCCD CEO and Maintenance/Security.
- There are 4 part-time employees which consist of students. Student-workers are fulfilling the position left vacant by Ms. Leticia Cuevas.
- There was discussion of reclassification of the Social Media position.
- Property taxes had a 47k increase from 2018, with a tax rate drop of 4.9%. There will be \$1.2M actual and \$1.56M in cash, with most of the funds coming in May 2019. In comparison to last fiscal year, the SCCPCCD is above 400k.
- Mr. Rich Brennan moved through all expenditures using visuals and handouts that had been previously handed to board members.
- Mr. Brennan summarizes at the end of all explanations of handout that we will be left with \$181,283.00, which is our contingency for this next fiscal year.
- It can be spent if needed, if anything needs to be changed, it will need to be changed by July 22, 2019.

#### 4.03 Discussion and potential renewal of CEO/Executive Director contract.

- SCCPCCD Governing Board
- Dr. Meixell motions to accept to approve renewal of CEO contract, Mrs. Collier 2nds. MOTION CARRIES.

Board votes as follows: 4-0

Mr. Nils Urman—Chair—yea

Dr. Angela Meixell-Vice Chair—yea

Ms. Liz Collier—yea

Dr. Marcelino Varona—yea

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

- SCCPCCD Governing Board

- Ms. Collier moved to accept the reclassification of the *Community Engagement/Marketing Specialist* and Dr. Meixell 2nds. MOTION CARRIES

Board votes as follows: 4-0  
Mr. Nils Urman—Chair—yea  
Dr. Angela Meixell-Vice Chair—yea  
Ms. Liz Collier—yea  
Dr. Marcelino Varona—yea

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

Tuesday June 11, 2019 at 4:00p.m – 5:00 p.m. Public Hearing/Special SCCPCCD Board Meeting  
Tuesday June 11, 2019 at 5:00 p.m. Regular Board Meeting

**6. FUTURE AGENDA ITEMS ACTION**

- 6.01 Dr. Varona asked to review the Auditor General Report.
- 6.02 Dr. Meixell asked to have meetings video-taped.

**7. ADJOURNMENT**

Motion by Mrs. Collier, Dr. Meixell Vice-Chair 2<sup>nd</sup>, and meeting was adjourned at 6:30 p.m. MOTION CARRIES

Board votes as follows: 4-0  
Mr. Nils Urman—Chair—yea  
Dr. Angela Meixell-Vice Chair—yea  
Ms. Liz Collier—yea  
Dr. Marcelino Varona—yea

Respectfully submitted:

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Dr. Stella Perez, CEO/Executive Director

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Dr. Angela Meixell, SCCPCCD Vice-Chair