



SANTA CRUZ COUNTY PROVISIONAL COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

Regular Board Meeting Minutes

TUESDAY, AUGUST 17, 2021

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

1. OPENING ITEMS

A. Call to Order:

A Regular Public Board Meeting of the Santa Cruz County Provisional Community College District Governing Board was called to order on Tuesday, August 17, 2021 at 5:00 p.m. by Dr. Angela Meixell, Chairperson.

Roll Call / In Attendance:

Present at the meeting were – Dr. Angela Meixell- Chairperson, Ms. Liz Collier-Vice Chairperson, Dr. Marcelino Varona, Jr.-Board Member, Mr. John Fanning –Board Member, and Ms. Georgina Tavera- Finance Manager. Mr. Nils Urman, -Board Member was not in attendance. Also joining virtually were: Mr. Ted Roush, Attorney Mr. Pauole and Dr. Phillips.

Pledge of Allegiance:

The Pledge of Allegiance was led by Dr. Varona.

B. Adoption of the Agenda:

Ms. Collier motioned to adopt the August 17, 2021 SCCPCCD Regular Governing Board Meeting Agenda as presented. This motion was seconded by Dr. Varona. Motion carried unanimously, 4-0.

<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
Dr. Angela Meixell	X		
Ms. Liz Collier	X		
Dr. Marcelino Varona, Jr.	X		
Mr. Nils Urman	Excused Absence		
Mr. John Fanning	X		

C. Public Comment – Call to Audience

- a.* There were no calls made to the public.
 - b.* Dr. Varona asked if there was a way for the public to participate and allow them to join the meeting;
- It was noted by Dr. Meixell that Dr. Phillips joined the meeting @ 5:11 p.m.

2. STANDING REPORTS AND ACTION ITEMS

A. *Financial Report*

SCCPCCD Finance Manager provided a review and update of June and July 2021 Financial Reports

- Ms. Tavera provided everyone with an updated June and July financial reports showing the items requested and the adjusted totals;
- She mentioned the following for the month of June:
- Two separate payments for Sun State Contracting made for the floor; Pay Pal payments for IT supplies; Spring 2021 semester payable to Pima Community College; half of the FY21-22 contract payment was made to Dr. Perez
- In July:
 - Two large payments made for AXA; Lease payment made for three months (covers July to Sep); newspaper payment for the FY21-22 Budget posting and ads of the Pima graduation for last semester; Rio Rico Sheet Metal was paid for A/C summer maintenance; Amazon payment for computer lab monitors;
- Dr. Varona asked about the resolution on the cleaning services; this will be added to the September agenda;

B. *Chairperson of the Governing Board – SCCPCCD Governing Board Chairperson will address any updates*

- Dr. Angela Meixell reported the following updates:
 - Pima Community College had been active on site since July 1st;
 - Mr. Nelson was back, too, and already setting activities around campus and out recruiting;
 - She also received notice from the Chancellor that Pima will require masks of everyone in all facilities and SCCPCCD needs to honor this requirement;

C. *Members of the Governing Board*

- Ms. Collier shared that this year, the Patagonia schools have a qualified math teacher and is excited to see they are adding more classes;
- Mr. Fanning asked if the counselors will also be visiting Patagonia and Rio Rico High Schools; Ms. Tavera said Patagonia was already scheduled; Mr. Phillips did not have the schedule for Rio Rico High School yet but currently working on it; Mr. Fanning offered to assist if needed;

D. *PCC – Santa Cruz Center Report –*

- Summary of PCC-SCC Summer 2021 Enrollment Updates and Fall 2021 Schedule
- Dr. Phillips said they were challenged with enrollment at Santa Cruz and Pima as well, but are making good progress; the growth in Santa Cruz has the highest return rate to our campus classes;
- Ms. Tavera spoke to Mr. Brian Nelson and shared a spreadsheet and an attachment with the most updated enrollment; it also included the open classes; the grand total enrollment was 433 students;
- Mr. Fanning was surprised that zero people had signed up for the nursing program;
- Dr. Phillips said the classes that start later in the semester generally students do not sign up until the beginning classes have already started;
- Ms. Collier said there will need to be more effort than virtual marketing; she suggested that additional advertising via other avenues would help enrollment;

- Dr. Phillips stated that there was Geofencing advertisements currently running on Facebook for the different programs;
 - Ms. Tavera informed the Board that there was a new head of marketing looking into visiting the campus; Ms. Tavera said he familiar with our marketing needs. She stated that she will be contacting Alexis Kramer, Social Media Coordinator;
 - Dr. Varona asked about the status of the programs Culinary Arts, Logistics, and Transportation; he added that they had also talked several times about Welding.
 - Mr. Roush informed the Board that Logistics has been offered from the beginning and received modest enrollment making it a challenge. With Welding, there was some discussion but need to revisit again and the same with Culinary Arts; he reminded them about the IGA;
 - Dr. Varona asked for Dr. Phillips to look into making inroads with the United States Border Patrol;
 - Mr. Roush said they currently offer Administrative of Justice classes; he met with the U of A and specifically talked about offering classes of a new brand of Administrative of Justice; they are currently working with U of A to package something together from an Associate’s Degree into a Bachelor’s Degree;
 - Mr. Fanning mentioned that they Santa Cruz Valley do not have welding but have a strong culinary arts program, he believes there are a few options in the area of culinary and again, offered to assist in any way through Santa Cruz Valley;
 - Dr. Varona informed them of NUSD Governing Board participating in a joint meeting with the Governing Board of JTED; he would like to see opportunities that allow students to take these courses locally;
 - Dr. Meixell pointed out the new IGA spelled out the guidelines and will add it to the schedule;
 - Dr. Varona suggested Mr. Phillips having this discussion with Mr. Nelson instead and have him provide the Board with the information;

E. Intergovernmental Agreement

Dr. Meixell suggested to retroactive to July 1, 2021 on the Intergovernmental Agreement. Dr. Varona made a motion to accept the Intergovernmental Agreement between Santa Cruz County Provisional Community College District and Pima County Community College District for Educational Services and Programs, retroactive to July 1, 2021. Ms. Collier seconded this motion. Discussion: Dr. Varona complimented Mr. Roush saying he was a wonderful person to work with and a great advocate for Pima Community College. He added that this was going to be a solid contract and pointed out the verbiage on accreditation. Motion carried unanimously, 4-0.

<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
Dr. Angela Meixell	X		
Ms. Liz Collier	X		
Dr. Marcelino Varona, Jr.	X		
Mr. Nils Urman	Excused Absence		
Mr. John Fanning	X		

F. Revised Job Description and Compensation for Finance Manager

- Dr. Meixell broke it into motions and/or actions. Everyone received a copy.
 - Statement of Added Duties
 - Proposed Salary Adjustment for Added Duties
 - Proposed Salary Adjustment for Merit
- She pointed out that Ms. Tavera, Finance Manager, was the only on-site liaison with Pima representing us in the day time; she also suggested a title change to Finance and Operations Manager;
- Dr. Varona asked to add under Board Support Duties after last period “to secure storage of all board documents”, She has direct supervision over employees under her (it was established that she works directly for the Board);

Job Description: Ms. Collier motioned to accept the proposed modifications to the Finance Manager’s job description as amended, seconded by Mr. Fanning. Motion carried unanimously, 4-0.

<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
Dr. Angela Meixell	X		
Ms. Liz Collier	X		
Dr. Marcelino Varona, Jr.	X		
Mr. Nils Urman	Excused Absence		
Mr. John Fanning	X		

Compensation: Dr. Varona asked to see what the exact salary increase was at 10% and added that he preferred to study this first. He also suggested postponing it and discuss further. Mr. Fanning suggested a salary increase of 15% and Ms. Collier agreed with him. Dr. Varona made a motion to table Item F, Compensation for Finance Manager until the next monthly meeting in September; no further action needed.

G. Proposal to Employ Mr. Ted Roush for Temporary Administrative Duties

- A proposal was included in everyone’s board packet;
- Dr. Varona briefly talked about Mr. Roush’s great leadership; he supported him working for temporary administrative duties (not to exceed 20 hours a month) and assist with retreats, etc. and as needed with Mrs. Tavera;

Dr. Varona motioned to accept the PCC Supervising Administrator for the Santa Cruz Educational Center as proposed in the draft and have Chairman of the Board is authorized to negotiate a 20-hour monthly rate with Mr. Roush and report back at next meeting; Motion was seconded by Ms. Collier. Discussion: Ms. Collier asked how this was going to be paid given SCCPCCD’s tight budget; Dr. Meixell asked about his direct supervision; the duties in the proposal were discussed and addressed. Mr. Roush added that he will be resuming his role, the same before he retired, but only with Santa Cruz County; he also pointed out that before, 5% of his salary was being paid by Santa Cruz County; Mr. Roush informed the Board that this was a proposed draft of responsibilities submitted and was open for suggestions. Motion carried unanimously, 4-0.

<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
Dr. Angela Meixell	X		
Ms. Liz Collier	X		
Dr. Marcelino Varona, Jr.	X		
Mr. Nils Urman	Excused Absence		
Mr. John Fanning	X		

H. Planning of SCCPCC Governing Board Summer Retreat

- Dr. Varona proposed the following:
 - Decide on the Building Lease Agreement, rent;
 - Accreditation
 - Provide Ms. Tavera with a list of suggested topics
- Ms. Collier suggested hosting the retreat in late October, and Mr. Fanning suggested prior to the January meeting; more information will follow;

3. APPROVAL OF MINUTES

A. Approval of the following Board Meeting Minutes

- a. Special Meeting: 05-13-2021
- b. Special Meeting: 05-24-2021
- c. Special Meeting: 06-02-2021
- d. Special Meeting: 06-15-2021
- e. Regular Meeting: 06-15-2021

Dr. Varona motioned to approve the Special Meeting 05-13-2021, Special Meeting 05-24-2021, Special Meeting 06-02-2021, Special Meeting 06-15-2021, and Regular Meeting 06-15-2021 as presented, seconded by Mr. Fanning. Motion carried unanimously, 4-0.

<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
Dr. Angela Meixell	X		
Ms. Liz Collier	X		
Dr. Marcelino Varona, Jr.	X		
Mr. Nils Urman	Excused Absence		
Mr. John Fanning	X		

B. Future Meeting Date – September 22, 2021

- a. Please note date change; meet on September 22, 2021 (Wednesday) @ 5:00pm

C. Future Agenda Dates and Items

- a. Cleaning Service

4. Executive Session Items

- a. **Executive Session for legal advice with SCCPCCD’s attorney regarding implications and potential action on HB2830, discussion and consultation per ARS 38-431.03(A)(3)**

Dr. Varona motioned to convene to Executive Session as recommend by Attorney Pauole for legal advice with SCCPCCD’s attorney regarding implications and potential action on

HB2830, discussion and consultation per ARS 38-431.03(A)(3). This motion was seconded by Ms. Collier; Motion carried unanimously, 4-0.

<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
Dr. Angela Meixell	X		
Ms. Liz Collier	X		
Dr. Marcelino Varona, Jr.	X		
Mr. Nils Urman	Excused Absence		
Mr. John Fanning	X		

- *Board Members convened to Executive Session at approximately 6: 08 p.m.*
- *The Governing Board of Santa Cruz County Provisional Community College District reconvened to Public Session at 6:22 p.m.*

5. Adjournment

Ms. Collier motioned to adjourn the meeting of August 17, 2021, seconded by Mr. Fanning Collier. Motion carried unanimously, 4-0.

<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
Dr. Angela Meixell	X		
Ms. Liz Collier	X		
Dr. Marcelino Varona, Jr.	X		
Mr. Nils Urman	Excused Absence		
Mr. John Fanning	X		

Having no further business to discuss, Dr. Meixell adjourned the meeting at approximately 6:23 p.m.

Minutes presented respectfully by:

Ms. Liz Collier
SCCPCCD Vice – Chairperson