



**S**ANTA CRUZ COUNTY PROVISIONAL  
**COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD**

**Regular Board Meeting Minutes**

**TUESDAY, NOVEMBER 15, 2022**

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

**1. OPENING ITEMS**

***A. Call to Order:***

Dr. Marcelino Varona, Jr., Chairperson, called a Regular Public Board Meeting of the Santa Cruz County Provisional Community College District Governing Board to order on Tuesday, November 15, 2022, at 2:00 p.m.

***Pledge of Allegiance:***

Mr. Lucero led the Pledge of Allegiance.

***Roll Call / In Attendance:***

Present at the meeting were – Dr. Marcelino Varona, Jr.-Chairperson, Mr. John Fanning- Vice Chair, Dr. Angela Meixell- Board Member, Ms. Liz Collier- Board Member, Mr. Greg Lucero- Board Member, Dr. Morgan Phillips from Pima Community College, Mr. Brian Nelson, and Mrs. Georgina Tavera- Finance Manager. David Paoule, PCC District Attorney joined via ZOOM.

***B. Adoption of the Agenda:***

Chairperson Varona entertained a motion to accept the adoption of the agenda of Tuesday, November 15, 2022, SCCPCCD Regular Governing Board Meeting as presented. Mr. Fanning motioned to adopt the agenda as presented, seconded by Mr. Lucero. Motion carried unanimously, 5-0.

<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
Dr. Marcelino Varona, Jr.	X		
Mr. John Fanning	X		
Dr. Angela Meixell	X		
Ms. Liz Collier	X		
Mr. Greg Lucero	X		

***C. Public Comment – Call to Audience***

*a.* There was no call to the public.

**2. STANDING REPORTS & ACTION ITEMS**

**A. FY22-23 Financials**

Mrs. Tavera, Finance Manager, provided the following recap of October 2022 Financials:

- Mrs. Tavera shared the balances for the month of September; the ending balances were \$3.5M in savings and \$232K in the checking account. She added that \$82,107 will be used for the lease, covering October, November, and December. \$11,500 was used for training the pamphlet, and \$538 was used to pay for translation.
- Mrs. Tavera shared that they received the annual payment of the lease for the UofA, which was \$7k versus the \$11,400 that is usually received; the amount of deduction

for the payment had not yet been discussed. Mrs. Tavera was advised to construct a letter with Mr. Pauole on their behalf to notify them that the check is short, and that the cost had not been lowered. This will be reintroduced in January's meeting.

- Mrs. Tavera informed the board that the EMT program is using classrooms for three days and they will be billed for that. The "AZ Department of Agriculture" is coming for six weeks. They were scheduled to start yesterday, but was postponed for two weeks. They will pay lease fee for that use also. The GED program is still using only one room versus the three they had asked for; the entire group will begin using the three rooms in January. This Saturday, C-CREO will host an event, and the college will remain open longer hours to accommodate. These organizations do not pay rent to use these rooms; this will be discussed during January's meeting about paying rent;

*Note: At this time there were electrical difficulties and the meeting paused for about two minutes.*

- For Winter Break, Pima's last day open will be December 23, 2022 and will reopen on January 3, 2023; The College follows that schedule.
- No questions were asked from the Board;

## **B. Chairperson of the Governing Board**

*SCCPCCD Governing Board Chairperson will address any updates.*

- Chairperson Varona asked Mrs. Tavera about an update on how reconstruction is going after the accident happened, and how Alan was doing. Mrs. Tavera shared that they are still missing the door, painting, and deep carpet cleaning; they just came to vacuum. The outside wall is still not finished, some panels are still broken, and there are two large scratches on the floor. Mrs. Tavera said they are one hundred percent functional, but would like for the tire marks on the floor removed. She is working on getting a quote to see how much it would cost to remove those marks. Alan is recovering well at home, and is getting physical therapy in Tucson, Arizona;
- Mr. Fanning asked for a timeframe on when everything will be completed, and Mrs. Tavera says they were not given one, but she will find out. They will try to complete as much work during the holiday vacation so when everyone is back for Spring semester all will be complete;
- Mr. Pauole shared that the college Trust insurance only covers district owned property, and the district does not own the building. However, it will cover any district owned property that was destroyed inside the interior of the building. The landlord has to ensure the building, especially for accidents like this.
- Chairperson Varona shared that they will start the negotiations with lease agreements with the building owner because they are at the end of the five-year lease, and are ready to start the next five-year part. Mr. Pauole said the best way to do this is to update the board to schedule those for executive session at upcoming board meetings to be able to discuss. Mr. Lucero and Ms. Collier will be in charge of navigating the lease agreement with the landlord;

## **C. Members of the Governing Board**

- Mr. Fanning and Ms. Collier had had nothing report.
- Dr. Meixell thanked everyone for their work on Proposition 413, especially Ms. Collier, Ms. Tavera, and the public.

- Mr. Lucero stated that the people who purchased ads helped contribute financially; he thanked everyone who contributed.
- Ms. Collier added that even though they did win, three thousand people voted against it which was a big surprise. This tells her that there is work that needs to be done to figure out where the board needs to conduct more community outreach; there was a substantial amount of “no” votes.

#### **D. PCC-Santa Cruz Center Report – Summary of PCC and SCC Updates**

- Mr. Brian Nelson, Advanced Program Manager/PCC – SCC, congratulated the Board for all of their work on the proposition.
- Mr. Nelson stated that October was a big financial aid month for the students since FAFSA begins, so outreach to the students was very important and would like to implement more outreach for next year. The first week of November is when students can sign up for spring classes, so our efforts now was to try and get students to sign up now. Spring semester is more geared towards trying to retain students, whereas for Fall it is more about new student enrollment; advisors are completely full for the next three weeks.
- Mr. Nelson thanked Rio Rico High School for having a great event with the seniors and Pima advisors. The C-CREO team also went out, and 90% of the senior class filled out a Pima application.
- Mr. Fanning asked Mr. Nelson to reach out to him next time he is on campus;
- No other Board Members had any questions or comments;

#### **E. PCC-Santa Cruz Center Report - Summary of PCC and SCC Updates**

- Dr. Morgan Phillips, PCC Supervising Administrator, started off with his excitement on the passing of Proposition 413. He says that with this passing Pima is now allowed to spend more money on students rather than facilities. The fact that twice as many people said yes instead of no is a wonderful thing;
- Dr. Phillips stated that since Spring enrollment just began, they are challenged due to some have decided rather than going back to work, they are stealing identities and using fake identifications to enroll for classes, thus receiving financial aid; this is happening nationally, as well as locally;
- During the first week of November of this year, there were about two thousand new student applications. Some of those are explained by Brian working with students, but not two thousand worth. Last year in November there were one thousand eight hundred applications; unfortunately, a little over 60% of applications are fraudulent. This is a serious challenge, that has been worked on for the last two weeks. They have continued to run the registration and application system working on taking the bad ones out. The system was shut down during the Veterans Day holiday in efforts to prevent any more fraudulence because historical data shows that almost no students did anything over Veterans Day;
- Maricopa Community College district has set up an office of five people just dealing with this one problem. As of right now, they are doing it as “other duties assigned” so far, but something else may have to be done;
- Dr. Phillips shared that the information given through FAFSA is what is connected to finding the fraudulent students, by identifying where information does not match correctly. The fake students obviously used fake names, but now the names of the fake students do match with someone’s real identity; this information is most likely

being taken from the dark web. It seems that the identities being taken are people who never have gone to college, therefore not ever received financial aid;

- The Pima Governing Board experienced quite a few changes as a result of the election; One board member decided to not run for re-election. Another board member was running for re-election but was not successful; the board chair has a mother who is very ill, and has resigned. At the beginning of the year, three of the five board members will be new. The breaks were slammed for anything else going on at the college as a result;

**F. Santa Cruz County School Superintendent and SCCPCCD IGA  
(Presentation of IGA for 1-yr approval (Oct 2022 – Sep 2023))**

- The Superintendent's office now has a written contract with SCCPCCD for the C-Creo office space and use of "Imagination Center". They are supposed to be in charge of paying for the cleaning, but they have not been billed. Chairperson Varona asked if any board members that object to billing them, despite it being stated within the contract;
- Mr. Pauole was not able to see the contract, so the question on whether they should be billed for cleaning fees will be put into the agenda for January;
- Mr. Fanning will be in charge of discussing this with the public in January;

**G. PTO carryover allowance**

- There are seven people working at the center; the cleaner and students work less than nineteen hours a week. The IT technician is a private contractor.
- There are only two full time employees, the Finance and Operations Manager, and the Facilities Manager. The current leave policy provides for the pool of one eight-hour day, every pay period or two days per month, and caps that amount at three hundred and eighty-four hours; this is forty eight days. If the employee leaves, it allows for payment equal to three hundred and eight hours, which is thirty-eight days;
- The Facilities Manager takes all his leave, so there is no need to worry about them accumulating more than three hundred, however the Finance and Operations Manager does not take leave often so it is something that needs to be worked on;
- Pima Community College, as well as other public colleges usually cap the amount of time that could be paid off, leaving at three hundred and twenty hours or forty days;
- Dr. Meixell made a motion to edit the PTO policy to cap the pay time off at three hundred and twenty days or 40 days, which is consistent with other universities and colleges nationally. She suggested they make an amendment on the current policy. This will also be brought to the January board meeting;

**H. Finance Manager annual performance evaluation**

- Dr. Meixell and Ms. Tavera met twice for about an hour each time. Dr. Morgan Phillips sent her all the new materials that Pima is now using for their new process, which is the process they followed;
- Mrs. Tavera created a self-evaluation, using the ratings scale provided by Pima Community College with all of its background information. They went over her assessment as well as discussed her goals for the upcoming year. Dr. Meixell also conducted a separate assessment with all the items;

- Dr. Meixell informed Ms. Tavera what she will be recommended in terms of her contract in January;

### 3. **APPROVAL OF MINUTES**

#### A. **Approval of the Minutes**

Chairperson Varona entertained a motion to approve the minutes of the Regular Board Meeting held on October 18, 2022, as presented. Ms. Collier motioned to approve the minutes as presented, seconded by Dr. Meixell. Motion carried unanimously, 5-0.

<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
Dr. Marcelino Varona, Jr.	X		
Mr. John Fanning	X		
Dr. Angela Meixell	X		
Ms. Liz Collier	X		
Mr. Greg Lucero	X		

#### B. **Future Meeting Agenda Items**

- Ms. Collier would like to discuss a strategic planning retreat that could potentially happen;
- Chairperson Varona asked Mrs. Tavera to work with Dr. Phillips on the planning;

#### A. **Future Meeting Date**

- January 17, 2023 at **5:00 p.m.** (Tuesday)
  - The election of Chairman of the Board and Vice Chairman of the Board will also take place during this meeting;

### 4. **EXECUTIVE SESSION ITEMS**

- Nothing was mentioned.

### 5. **ADJOURNMENT**

Chairperson Varona entertained a motion to adjourn the meeting. Dr. Meixell motioned to adjourn the Regular Board Meeting of November 15, 2022, seconded by Mr. Lucero. Motion carried unanimously, 5-0.

<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
Dr. Marcelino Varona, Jr.	X		
Mr. John Fanning	X		
Dr. Angela Meixell	X		
Ms. Liz Collier	X		
Mr. Greg Lucero	X		

Having no further business to discuss, Chairperson Varona adjourned the meeting at 3:03 p.m.

*Minutes presented respectfully by:*

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**Ms. Liz Collier**  
**SCCPCCD Board Member**