

**SANTA CRUZ COUNTY
PROVISIONAL COMMUNITY COLLEGE DISTRICT (SCCPCCD)
GOVERNING BOARD**

**Regular Board Meeting Minutes
WEDNESDAY, APRIL 24, 2024**


2021 North Grand Avenue
Nogales, AZ 85621

1. OPENING ITEMS

A. Call to Order:

Mr. Greg Lucero, Chairman, called a Regular Public Board Meeting of the Santa Cruz County Provisional Community College District (SCCPCCD) Board to order on Wednesday, April 24, 2024, at 1:00 p.m.

Pledge of Allegiance:

Mrs. Muñoz led the Pledge of Allegiance.

Roll Call / In Attendance:

Present at the meeting were Mr. Greg Lucero- Chairman, Ms. Liz Collier- Vice-Chairperson, Dr. Marcelino Varona, Jr.- Board Member, Dr. Angela Meixell- Board Member, Mr. John Fanning- Board member, Mrs. Georgina Tavera- Finance Manager, Dr. Morgan Phillips, Mr. Brian Nelson, Mrs. Olivia Ainza-Kramer, and Mrs. Kerri Muñoz. Mr. David Pauole, PCC District Attorney, joined virtually.

B. Adoption of the Agenda

Dr. Varona motioned to accept the adoption of the agenda of Wednesday, April 24, 2024, SCCPCCD Regular Governing Board Meeting as presented, seconded by Dr. Meixell. Ms. Collier suggested allowing the speakers to present first. Motion carried unanimously, 5-0.

	Mr. Greg Lucero	Ms. Liz Collier	Dr. Marcelino Varona	Dr. Angela Meixell	Mr. John Fanning
AYE	X	X	X	X	X
NAY					
ABSTAIN					

C. Public Comment – Call to Audience

There was no Call to the Public.

2. STANDING REPORTS & ACTION ITEMS

A. Financials

Mrs. Tavera, Finance Manager, provided the following recap of the March 2024 Financials

- Twenty chairs were purchased for events, labs four and five have compliance chairs already, IT batteries replacement, and lunch for the career fair. She added that the plan for HLC, chairs will be purchased every Fiscal Year for the labs. She met with The Foundation last week and discussed getting more sponsors; the letters are being processed and labeled; the Consulado de Mexico application has been completed and approved and will be scanned soon; the expected amount is \$8,000 and the application deadline is tentatively set for June 14th. Dr. Varona asked Mrs. Tavera for a bank statement to be attached to the balances at all times for transparency reasons.

B. Chairperson of the Governing Board

SCCPCCD Governing Board Chairman Lucero addressed the following updates.

- Chairman Lucero is working with the Chamber on the Workforce Development Pilot Program and shared the progress with the community and organizations;
- He submitted the center’s request for the design of the new facility and was requested to provide a detailed breakdown as to why he was requesting \$3M; he provided his response;
- He also talked about the County’s desire to explore the Workforce investment Opportunities Act Program (Adult Ed); he suggested having a joint meeting with the Santa Cruz County Board of Supervisors;

C. Members of the Governing Board

- Mr. Fanning apologized for having to leave early but asked to move his item next;

D. C-Creo Grant for 7th Graders (for the next 7 years)

Mrs. Kerri Muñoz, C-CREO Gear Up Director, provided her brief bio and presented on the C-Creo Grant and the upcoming grant application.

- She talked about the Mission, Objectives (currently in year six), how this will be accomplished, and the Highlights from 2018-2025. She added that this center was a great location for everyone. She also talked about the Student Survey results about what are their current plans after high school graduation. She mentioned the 2024 Gear-Up Grant Timeline and will tweak the grant based on the current needs (October 2024). She talked about the overhead and partnership with Santa Cruz Center Provisional College. She said the budget is for student services only, not for rent, etc.
- Chairman Lucero asked if the grant could fund a full time position to support operations at the SCC and why wasn't the provisional considered an IGA? Mrs. Muñoz said it was an IGA and would ask about the full-time position;
- Dr. Varona clarified that she is requesting the college to commit in-kind for \$250,000 over a 6-year period;
- Chairman Lucero suggested making a motion for discussion, but Dr. Varona suggested having more discussions and recommendations from Mrs. Tavera during the budget meeting. Chairman Lucero suggested tabling this item until after their budget discussion. The meeting returned to the previous items on the agenda (Subject A);

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

Mr. Brian Nelson, Advanced Program Manager/PCC, provided the following report:

- He presented the costs involved in retrofitting an existing science lab and constructing new ones with estimates ranging from \$650,000 to \$750,000 for a facility of 6,500-7,000 square feet. He also talked about the JTED “The Bridges” at \$750 sq. ft., approximately \$37,500. For planning purposes, he illustrated the current annualized FTSE for the current year, almost at 86, growing program. He also presented the Dual Enrollment for 2024-2025 stating it was still in progress (more classes likely to be added); he shared all the school’s PCC courses offered;
- Dr. Meixell asked about the introduction to criminal justice and if that student would be able to take the next class here. Mr. Nelson said yes and elaborated by adding that Mr. Navarro had a great CTE program at RRHS and was very impressed with the Law Enforcement program;
- Mr. Fanning asked for clarification on the FTSE, potentially not getting it yet; Mr. Nelson said at one point, it could be discussed with the college and see what happens;
- The 2023-2024 Graduation Celebration at NHS is scheduled for May 30th at 7:00 p.m. The SCC graduates increased from last year 131 to 177 this year; the Save the Date will be sent soon and the actual invitation will go out to the graduates;
- He talked about the inquiry about running culinary classes here at the Nils Urman Community Kitchen and said Dr. Phillips was checking with the Culinary Program Coordinator, Mr. Pablo Toscano, about a facility tour/evaluation and offering of CUL 105 and 140 (co-requisites);
- Mr. Nelson talked about marketing, Geofencing is not available until after 04/30/2024; he provided the cost for the schedule of classes mailer and a breakdown of the different routes;
- Dr. Varona asked if they had met the numbers for a new science lab. Mr. Nelson elaborated and said that as of now, the numbers had not been met; he said Dr. Phillips could have more information; he added that the AZ General Education Curriculum was changing a lot and provided examples. Dr. Varona asked him and Dr. Phillips to give the Board at least a one-year projection so that they can prepare and start with the design work and added that summer is the only time they could reconstruct safely;

F. PCC-Santa Cruz Center Reports – Summary of PCC and SCC Updates

Dr. Morgan Phillips, PCC Supervising Administrator, provided the following recap;

- He talked about the HLC-approved locations and accreditation; he said that Rio Rico High School was approved as an instructional site for Pima due to its large classes; they are working at more instructional sites. He also said they are asking if they need to be awarding students a certificate when they complete the AZ General Education Corps;
- Dr. Phillips also addressed the FTSE for dual enrollment saying it could be looked at when they negotiate the agreement between Pima and SCCPCCD; the courses to get the FTSE numbers are based on the classes that are being delivered at this site; the location of the FTSE is not a big determination of what’s happening dollars wise; he explained and said Pima was in the same situation; he talked about the local income from the local district tax and was asked by the Board to clarify; he explained the way Arizona did their funding formula. He also said dual enrollment continues to grow but not as fast over the next couple of years as they are running into instructional site limits, slowing the process. He stated that the AZ General Education Corps is being shrunk and the culinary program are co-requisite courses;

- Dr. Phillips said there was a lot of uncertainty with upper level executive college administration with the Chancellor search, it is ongoing but no set date has been made for the interviews; Mr. Fanning said the PCC interviews were scheduled on May 28th and May 29th;
- Chairman Lucero brought up staff from Inworks Team meeting with locals asking if there was a better level coordination between both operations when sending people down to this center to meet with community members so that we are aware and in the loop; Dr. Phillips asked him to send an email stating he can share with the Chancellor; he will draft something and forward it to him;

G. FY24-25 Budget Review and Approval

- Mrs. Tavera presented the revised SCCPCCD Budget Adoption based on the decision taken during the retreat; she requested to advertise in the newspaper by May 15th and then have the budget approved on May 22nd. On the FY24-25 Budget worksheet, the only item changed were the salaries that included the 5% increase; she compared the differences and shared the changes in the salaries;
- Dr. Varona asked if the \$15,000 for Wendy and the strategic individual were added; he asked for clarification on the \$115;
- Dr. Meixell and Ms. Collier asked about the marketing amount and contingency;
- Dr. Varona asked Mr. Nelson about the full-time position; he suggested getting together with Mrs. Tavera and adding one math or English teacher; Mr. Nelson will work on the numbers; Mr. Nelson mentioned recruiting federal work students at no cost;
- Chairman Lucero suggested adding at least one tutor to the budget to play it safe; open discussion took place about the positions and the suggested salaries;

Ms. Collier motioned to approve the last budget as presented by Mrs. Tavera with all the inclusions of the additions and subtractions, seconded by Dr. Varona. Motion carried unanimously, 5-0.

	Mr. Greg Lucero	Ms. Liz Collier	Dr. Marcelino Varona	Dr. Angela Meixell	Mr. John Fanning
AYE	X	X	X	X	X
NAY					
ABSTAIN					

H. Chamber of -Commerce will list the benefits and costs of being a member

Mrs. Olivia Ainsa-Kramer, Chamber of Commerce President, provided a presentation about the organization and thanked the Board for inviting her. She informed the Board that before they become a member of the Chamber of Commerce, she analyzes the marketing and analysis for the college to identify potential areas of support and provide recommendations. The following issues need to be addressed:

- Improve the online presence and reputation of the college. The "contact us" section is missing, and emails sent to the listed email address are not being adequately responded to. Ms. Collier mentioned that the website was designed by Westwordvision and managed by the students and Jose;
- The listed partners are outdated; Pima has a 5-star grade, and it is wonderful (the information is always updated and accurate). She suggested asking students, parents, and partners to provide a review on the website. The Foundation has not been updated since 2019. The meeting date and time need to be updated; it is only posted on YouTube. The College is not being branded, not tagging, or not keeping track of its followers. She elaborated and said the social media presence needed significant improvement, and if not being used, it should be closed; all demographics and platforms should be covered;
- Ms. Collier will contact Westwordvision and ask for an update; Chairman Lucero agreed with Dr. Phillips about having our own internal policy and being able to manage and control it; Dr. Varona suggested having Paola back on board to work on the website again from Patagonia;
- Chairman Lucero suggested having this topic as a separate item and discussing how it needs to be addressed, funded, and covered during the budget discussion; he asked if with memberships, our link would be added to other subscribers. AI was also briefly discussed as potentially using AI tools to streamline social media management; Mrs. Munoz said their website is also outdated and should have someone overseeing it consistently; open discussion took place about branding and mixed messages being sent. Chairman Lucero asked Mr. Nelson if Pima oversaw the college's website or if we were on our own. He also clarified that if joining the chamber, we should clean up our website first ourselves;
- Dr. Varona said it was a positive presentation and concurred with Dr. Meixell about Ms. Collier putting much work into this; he acknowledged the need to prioritize their online presence to attract students and partners and the need to hire staff to help with the website;

- Ms Kramer concluded by saying it was her responsibility to address these issues for the members and thanked them; the board members thanked her for her presentation;

Dr. Varona made a motion to instruct Mrs. Tavera to join the Nogales Santa Cruz County Chamber of Commerce as a Silver Affiliated Member of \$2,000.00, seconded by Mr. Fanning. Motion carried unanimously, 5-0. Note: Dr. Varona asked Mrs. Tavera to look at their website daily for any issues until they have someone assigned to it.

	Mr. Greg Lucero	Ms. Liz Collier	Dr. Marcelino Varona	Dr. Angela Meixell	Mr. John Fanning
AYE	X	X	X	X	X
NAY					
ABSTAIN					

I. Consultant Wendi Farr’s Proposal

- This item was combined with item L.

J. SCCPCCD Lease Contract with Nogales Property Management Discussion

- Ms. Collier spoke with Mr. Panousopoulos and said he would consider selling the property adding he had a mortgage against it; she said to consider the location, the buildings are old, and the property is located in a floodplain. Mr. Panousopoulos said it would be a smooth process;
- Dr. Varona suggested Mrs. Tavera and Attorney Pauole get together and present financing options; Mr. Pauole said a bond was not an option for the provisional; he will further research it;

K. South32 Impact on SCCPCCD

- Chairman Lucero sent South32 all the information and has not heard back from them; they met with all the different school districts; next steps were discussed such as being more direct and requesting a meeting; Mrs. Tavera will reach out to Sandra Moraga to schedule a public meeting with the Board;

L. Discuss SCCPCCD’s Strategic Action Plan/Retreat

- Mr. Fanning said they discussed the mission vision, action plan, and a person to hire in the future to market our SCC and take us to the next level;
- Chairman Lucero added that the proposal was submitted to do the recruitment and assistance. The amount was increased to \$15,000;

Mr. Fanning made a motion to move forward with Consultant Wendy Farr’s proposal for the development of position, candidate, search, and hiring decision not to exceed \$15,000 for the services, seconded by Ms. Collier. Dr. Varona stated that they had a three-hour retreat earlier today and discussed in detail everything that they are being voted on. Motion carried unanimously, 5-0.

	Mr. Greg Lucero	Ms. Liz Collier	Dr. Marcelino Varona	Dr. Angela Meixell	Mr. John Fanning
AYE	X	X	X	X	X
NAY					
ABSTAIN					

M. Discuss SCCPCCD’s Bylaws

- Chairman Lucero suggested discussing the Bylaws of SCCPCCD now or include them at a future meeting after they have been reviewed;

Dr. Meixell motioned to table Item M, discuss the SCCPCCD Bylaws, seconded by Ms. Collier. Motion carried unanimously, 4-0.

	Mr. Greg Lucero	Ms. Liz Collier	Dr. Marcelino Varona	Dr. Angela Meixell	Mr. John Fanning
AYE	X	X	X	X	Left Early
NAY					
ABSTAIN					

N. Discuss Finance & Operations Manager Performance Evaluation

Mr. Fanning recommended moving forward with Mrs. Tavera's contract after meeting with her to discuss her evaluation and the job she has been performing over the past year. Mr. Pauole reviewed the contract and suggested waiting until the next meeting to finalize the start and end dates of the new contract. He recommended aligning the contract term with the financial year, such as July 1 to June 30, and including a reminder to renew or negotiate an extension. It was suggested to discuss and approve these details in the next meeting and to work with Mr. Fanning to determine the terms for Board approval.

Mr. Fanning motioned to approve the Finance and Operations Manager Performance Evaluation for the prior year as presented, seconded by Ms. Collier. Motion carried unanimously, 5-0.

	Mr. Greg Lucero	Ms. Liz Collier	Dr. Marcelino Varona	Dr. Angela Meixell	Mr. John Fanning
AYE	X	X	X	X	X
NAY					
ABSTAIN					

O. Discuss SCCPCCD-Pima Community College Partnership IGA

Chairman Lucero asked to table this item and be able to review it; Ms. Collier motioned to table the review of the Intergovernmental Agreement between Santa Cruz County Provisional Community College and Pima Community College District until the next meeting. Motion was seconded by Dr. Varona. Motion carried unanimously, 4-0.

	Mr. Greg Lucero	Ms. Liz Collier	Dr. Marcelino Varona	Dr. Angela Meixell	Mr. John Fanning
AYE	X	X	X	X	Left Early
NAY					
ABSTAIN					

3. EXECUTIVE SESSION ITEMS

A. Discussion or consultation for Legal Advice with SCCPCCD Attorney regarding anonymous public complaint under A.R.S. Section 38-431.03(A)(3)

Dr. Varona made a motion to move into Executive Session for the items that are provided on the agenda item and move on for the Executive Session to seek legal advice on the agenda item that has to do with C-Creo, seconded by Dr. Meixell. Motion carried unanimously, 4-0.

	Mr. Greg Lucero	Ms. Liz Collier	Dr. Marcelino Varona	Dr. Angela Meixell	Mr. John Fanning
AYE	X	X	X	X	Left Early
NAY					
ABSTAIN					

4. APPROVAL OF MINUTES

A. Approval of the Minutes

Dr. Meixell motioned to approve the minutes of the Special Governing Board Meeting held on March 13, 2024, as presented, and the Regular Governing Board Meeting held on March 27, 2024, as presented, seconded by Ms. Collier. Motion carried unanimously, 4-0.

	Mr. Greg Lucero	Ms. Liz Collier	Dr. Marcelino Varona	Dr. Angela Meixell	Mr. John Fanning
AYE	X	X	X	X	X
NAY					
ABSTAIN					

B. Future Meeting Agenda Items

- a. Discuss SCCPCCD’s Bylaws
- b. Discuss SCCPCCD-Pima Community College Partnership IGA
- c. Bank Statements
- d. Website Progress
- e. Mrs. Georgina Tavera’s Contract

C. Future Meeting Dates

- a. May 22, 2024

5. ADJOURNMENT

Having no further business to discuss, Chairman Lucero adjourned the meeting at approximately 3:53 p.m.

Minutes presented respectfully by:

Ms. Liz Collier
SCCPCCD Vice-Chairperson