

**SANTA CRUZ COUNTY
PROVISIONAL COMMUNITY COLLEGE DISTRICT (SCCPCCD)
GOVERNING BOARD
SPECIAL Board Meeting Minutes
WEDNESDAY, MAY 15, 2024**


2021 North Grand Avenue
Nogales, AZ 85621

1. OPENING ITEMS

A. Call to Order:

Chairman Lucero called a Special Public Board Meeting of the Santa Cruz County Provisional Community College District (SCCPCCD) Board to order on Wednesday, May 15, 2024 at 9:00 a.m.

Pledge of Allegiance:

Mr. Fanning 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, and Ms. Wendi Farr. Mr. Pauole, District Attorney, joined virtually.

B. Adoption of the Agenda

Dr. Meixell motioned to approve the agenda of the Regular Board meeting of Wednesday, May 15th as presented. Vice Chairperson Collier seconded motion. 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. DISCUSSION AND ACTION ITEMS

A. Strategic Plan

- Mr. Fanning expressed gratitude to Ms. Wendi Farr for her contributions.
- Ms. Farr presented a draft of the project to give an idea of the final outcome, with Mr. Lucero suggesting a white background. The strategic planning is complete, and Ms. Farr aims to finalize the project by the end of the month.
- Chairman Lucero inquired about the distribution method, while Vice-Chairperson Collier proposed revamping the website to enhance its purpose and usability. Chairman Lucero requested a presentation at the next board meeting on May 31st to discuss potential actions.
- The Board members thanked Ms. Farr, and no questions were raised;

B. SCCPCCD New Employment Position

Chairperson Lucero asked Ms. Farr to explain the position.

- Ms. Farr provided an update based on the previous meeting, indicating that a candidate should be in place by August 15th. She extended her proposal from 114 to 120 hours and consolidated the schedule as discussed, with plans to post the position by Wednesday. The promotion process will last four weeks and continue until a candidate is secured, with applications accepted until a final decision is made;
- Dr. Varona raised concerns about the interview process and requested to reserve this topic for further discussion. Mr. Fanning sought clarification on the schedule, specifically regarding who would conduct thorough background checks and the interview process, emphasizing the importance of adhering to the established questions. Dr. Varona recommended involving HR to assist with the interview process to mitigate litigation risks and suggested Mr. Pauole guide the team. Chairman Lucero proposed that Pima handle the screening and interview process, recommending this as an action item for the near future.
- Ms. Farr requested HR to review the interview questions before finalization.
- Dr. Varona expressed concerns about litigation and stressed the importance of adhering to the timeline to have someone onboard by September 1st. He also suggested considering a performance bonus for Ms. Farr based on her contributions, potentially implementing an evaluation form to incentivize her efforts in enhancing the college's image.

At this point in the meeting, the discussion focused on the specifics of the position:

- Chairman Lucero inquired about the proposed salary for the Grant Coordinator position being advertised by the county, noting that it was funded by a \$50 million federal grant. He mentioned that the position was advertised at \$250,000, while the Economic Development Initiatives Coordinator role was also listed in the six-figure range;
- Ms. Farr indicated that the position would be a contractor role rather than an employee. Dr. Varona expressed a preference for hiring an employee and suggested drafting a 12-month or 3-year renewable contract based on evaluations, emphasizing the importance of having the individual present and engaged. Mr. Fanning asked for clarification on the pros and cons of both options. Vice-Chairperson Collier inquired whether Mrs. Tavera's preferences had been considered, noting that if she had no objections, hiring an employee would be preferable since ADP handles all processing;
- Ms. Farr provided an overview of the budget, and Dr. Varona mentioned that if an increase were necessary, it would be accommodated. She conducted a salary range analysis, revealing that similar positions typically pay between \$120,000 and \$200,000, while business leaders at SCC earn between \$80,000 and \$150,000. She proposed a final salary range for the position of \$90,000 to \$140,000. Dr. Varona suggested the title "Executive Director of Strategic Partnerships" to align with the focus on Economic Development, while Dr. Meixell recommended removing "Executive." Ms. Farr proposed the title "Director of Strategic Initiatives."
- Ms. Farr recapped:
 - Director of Strategic Initiatives
 - Full time with annual contract
 - Start Date: August 15, 2024
 - Advertised as minimum salary of \$90K (Dr. Varona preferred Commensurate with Experience)
 - Bachelor's Degree or higher
 - Minor tweaks on responsibilities
 - Submit resume attention to Mrs. Tavera, c/o of Ms. Farr
- Dr. Varona acknowledged Vice-Chairperson Collier's insightful remark regarding the board's access to all applications. He proposed that the board retain all applications and subsequently discuss them in an Executive Session (ES), allowing for a structured review and decision-making process moving forward.
- Ms. Farr shared the process:
 - Applications go through Mrs. Tavera, then will be forwarded to her
 - Ms. Farr will do an initial screening to eliminate anybody that is blatantly not qualified
 - Meetings will be scheduled regularly in person or virtually to share applications
 - Make decisions on who to schedule for interviews
 - After hiring process, all process are conveyed back to Mrs. Tavera
- Chairman Lucero said this is the reason we needed HR's support for the process guidance;

At this time, Mr. Fanning left the meeting.

- Ms. Farr will start advertising next week;
- Dr. Varona suggested doing interviews publicly and not in Executive Session, but it was said it should be done privately and use the same questions; it was suggested to take a vote;
- This item will be discussed with Pima HR and the attorney; Ms. Farr was asked to be present during these discussions;
- This item will be on the May 22nd meeting; approving the strategic plan will be on May 31st at 9:00 a.m.
- On a separate note, Chairman Lucero suggested having an idea of the questions for South 32 on tax rates coming down and get a better handle on the impact it will have on us; and how is the best idea on how to address this;
- Ms. Farr continued on page 4 of the document about when posting and promoting the position, and asked for feedback; she also discussed on the roles listed; no additional resources were added; she asked Mrs. Tavera to manage the scheduling process. Her overall plan, was to do a more detail discussion but nothing prevented them to get this posted and start accepting applications;

Vice-Chairperson Collier made a motion to approve the contract as submitted with the option to provide bonus at the end of the project based on the evaluation. Dr. Meixell seconded the motion. Dr. Varona asked to state publicly the contract amount of \$7,800 plus adding \$7,200 for advertising of the position. Motion carried unanimously, 4-0. Ms. Farr asked for clarification on the salary, closer to \$200K. Dr. Varona requested that Mrs. Tavera receive a summary of the financial

discussions. Ms. Farr inquired whether this information should be distributed to all board members; Dr. Meixell recommended that Mrs. Tavera handle the distribution to prevent any potential issues.

	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. ADJOURNMENT

Dr. Meixell motioned to adjourn the meeting, seconded by Vice Chairperson 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					

Having no further business to discuss, Chairman Lucero adjourned the meeting at 9:59 a.m.

Minutes presented respectfully by:

Ms. Liz Collier
SCCPCCD Vice-Chairperson