


**SANTA CRUZ COUNTY
PROVISIONAL COMMUNITY COLLEGE DISTRICT (SCCPCCD)
GOVERNING BOARD
Regular Board Meeting Minutes
WEDNESDAY, JUNE 26, 2024**


2021 North Grand Avenue
Nogales, AZ 85621

1. OPENING ITEMS

A. Call to Order:

Chairman Lucero called a Regular Public Board Meeting of the Santa Cruz County Provisional Community College District (SCCPCCD) Board to order on Wednesday, June 26, 2024, at 2:00 p.m.

Pledge of Allegiance:

Wendy led the Pledge of Allegiance.

Roll Call / In Attendance:

Present at the meeting were Mr. Greg Lucero- Chairman, Dr. Marcelino Varona, Jr.- Board Member, Dr. Angela Meixell- Board Member, Mr. John Fanning- Board member, Mrs. Georgina Tavera- Finance Manager, Dr. Morgan Phillips, and Mr. Brian Nelson. David Pauole, PCC District Attorney, joined virtually. Ms. Liz Collier, Vice-Chairperson, was not in attendance due to vacation.

B. Adoption of the Agenda

Dr. Varona motioned to adopt the agenda of Wednesday, June 26, 2024, SCCPCCD Regular Governing Board Meeting as presented, 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	Excused Absence	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 May 2024 Financials

- Mrs. Tavera emphasized the following expenses: purchased foldable chairs and paid the Mariachi Band for the Pima College celebration. She also mentioned some of the deposits made: NCS Pearson, Lease Income, Workforce, and Property Taxes. She also provided the requested bank statement showing the balances of the savings, checking, and treasurer's accounts. Dr. Varona asked for clarification on the property taxes, asking if they would possibly be short. Mrs. Tavera elaborated and clarified that any unallocated expenses from June would be accounted for in July, and are attached to the year it belongs to. Dr. Varona inquired about the \$75,000 investment with the State Treasurer and whether it was included in the Expenditure Limitations. Mrs. Tavera confirmed and will request the statement. Additionally, he inquired about the agreement of the individuals in charge of investments for Pima Community College and requested Mrs. Tavera to inform them. She will follow up with this information;

B. Chairperson of the Governing Board

SCCPCCD Governing Board Chairman Lucero addressed the following updates.

- Chairman Lucero shared the following items:
 - Federal Appropriation Requests (\$3M for the design of a future facility); he has reached out for lobbying support to Santa Cruz County, South32, and were all supportive;
 - Workforce Development Programs have to work in sync with local education and partner with the local community colleges. Per Kylie, an MOU is being drafted;
 - Chamber Workforce Committee had a good discussion; he elaborated. He asked Dr. Martin to attend the next meeting with the healthcare providers to see how we can start moving forward with the certificate programs; Mariposa is budgeting money to help implement programs. Dr. Martin stated that Mariposa and Carondolet are assisting by conducting the clinical rotations they will be working on with the college.
 - He met with the HR Director of TSMC that are building a big operation in Glendale about getting semiconductor technician training programs;

- He attended the Tucson Hispanic Chamber Education Summit where the discussion was about emerging trends in the business sector. Healthcare was mentioned as the number one trend, followed by the semiconductor industry, and mining as the third. He also shared that he ran into Teresa Real and Interim Chancellor Duran. He shared with them what was happening in our county, and they were very excited and appreciative. They are committed to working with us. He also talked to Kathy Prather, Pima JTED Superintendent, and shared with him that the Chandler School District was offering a highly certified program for the semiconductor industry. He asked her to provide him with more information. He met with Joshua Ruben, Chair of the Nogales Santa Cruz Port Authority, and talked about U of A partnering with Austin for the semiconductor curriculum. He received an email this morning from Joshua apologizing for not getting back to him sooner and asking to set up a meeting to discuss the interest in becoming on the port authority board; he will include this item in the next meeting to discuss our interests in partnering with them. He noted that there was no one from SCC in attendance;
- Finally, Chairman Lucero formally announced his resignation from the Board, effective at the end of today's meeting, and his decision to apply for the open position; he said it was an honor and privilege to have served with them and was excited to the direction the college was headed;

C. Members of the Governing Board

- Dr. Varona thanked him for the service to the Community College, replacing a great public servant, Mr. Urman, and did a great job; his reporting distinguished him of how much he cared about the youth and people; he said he was glad he was applying for the position;
- Dr. Meixell thanked him and said he had done a great job adding that she wanted to ask if the bylaws could be changed to two years for the Chairperson;
- Mr. Fanning concurred with everyone and said it was a pleasure working with him, thanking him for everything he had done for our County and wishing him all the luck; he added that being part of the Chancellor search was a great experience for him and an eye opener;
- Dr. Varona mentioned to the Community not to ever forget the richness and good things Chancellor Lambert did for our community college district and how well we were treated by him;

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

- Mr. Brian Nelson, Advanced Program Manager/PCC, provided the following report:
 - A 4 ½ -minute video was compiled for end-of-the-year operations review, going out to every team employee and will be played for the Board at the end of today's meeting;
 - Nogales Fire Department is starting another cohort on July 15th, great for Pima and Provisional College (high FTSE);
 - They were approved for two Federal Work Study Students;
 - The Science Lab Tech will report now to Mr. Nelson; he will be in Nogales all of the time and work with students;
 - He updated the board on the Fall Enrollment; overall, the numbers across the board are good and briefly presented the trends;
 - Dr. Varona mentioned his success in increasing enrollment and asked about the overall enrollment in English, Math, or Science to justify hiring a full-time instructor as part of next year's budget. Mr. Nelson confirmed that there were enough numbers to justify a full-time instructor. Dr. Varona inquired about when the Board needed to commit to hiring an instructor, and Dr. Phillips suggested knowing at least by October. Dr. Varona asked Mrs. Tavera to include this topic in the September agenda.
 - Mr. Nelson met with Hospitality Director Mr. Pablo Toscano at Desert Vista regarding the possibility of using the community kitchen for culinary classes. He was completely open to the idea and willing to come down, meet with someone to see the facility, etc. He provided more details;
- Dr. Varona asked to see the video now instead of at the end of the meeting; Mr. Nelson will provided Mrs. Tavera with the link to share with the Board;

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

- Dr. Morgan Phillips, PCC Supervising Administrator, provided the following recap:
 - He thanked Chairman Lucero for his service;

- He mentioned the upcoming Chancellor search, which would be streamed live on the Pima Community College YouTube offering a Chancellor candidate potentially a contract tomorrow after 10:00 a.m.;
- He stated that Tom Davis will not be with the college moving forward;
- He shared personnel changes, Mr. Nelson’s retirement from his full-time position at the end of the summer, and will begin the hiring process for his replacement. Mr. Nelson will help to make this a smooth transition and will continue as a part-time faculty member; more information will follow;
- Dr. Phillips also addressed HLC work and information that needed to be submitted; he added that they are coming in December and Santa Cruz Center is not on the list;
- About the budget, they are struggling right now in the accounts payable area at the college and asked Mrs. Tavera if someone had reached out to her about charges for the Fema part of the budget. He also addressed the dual enrollment programs and the intentional focus on workforce area certificates;
- He added that the State Budget was approved last week and elaborated;
- He also discussed the results of a research project conducted by Northern Arizona University in Southern Arizona, highlighting the interest in dual enrollment and community college programs among the local community; he also discussed the potential of developing a pathway program to reduce costs and increase workforce readiness. He also talked about redoing the academic leadership structure;
- He concluded by asking the Board to schedule their meeting of the Boards later this year, possibly in August. He will share some dates and ask them to choose a location they would prefer to visit;
- Chairman Lucero commented on FTSE;

F. Discussion and possible action on approval of SCCPCCD’s Strategic Plan

- Mr. Fanning thanked the Board and Wendi for all of her work and direction;

Mr. Fanning made a motion to approve the Santa Cruz County Provisional Community College District Strategic Plan 2024-2029 as presented, seconded by Dr. Varona. Dr. Varona concurred saying the 3-page document took many hours of work and contained a lot of great information. Dr. Meixell and Chairman Lucero thanked them and concurred, too. Motion carried unanimously, 4-0.

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

G. Discuss Progress on New Position Recruitment

- Dr. Varona asked Wendi to correct the *Board of Governors* to the *Governing Board* on page 7; she will also update the approval date;
- Ms. Wendi Farr, Philanthropic Advisor and Nonprofit Consultant shared her presentation; Mrs. Tavera was asked to share this on the website;
- Wendi said she had shared an email with everyone. She discussed the two options and talked about the candidates actively on hand; she worked with Attorney Mr. Pauole on the two options and said he was very helpful in discussing the processes and open meeting regulations. If the board is present for all of the interviews, this will require going into an executive session. The logistics of the upcoming interview process for potential candidates were discussed, deciding to form a sub-committee to narrow down applicants by breaking up the board panel into different phases with a final open meet and greet for the final decision;
 - Chairman Lucero deferred Mr. Fanning to run this part of the discussion as he was not part of the hiring process and the Clerk was not in attendance;
 - Dr. Varona said he did not mind narrowing the applications but he wanted to sit in all of the interviews;
 - Dr. Meixell leaned towards option two with a committee and said option one would make it difficult;
 - Wendi asked to identify a student to participate; Dr. Varona referred her to Dr. Phillips; Mr. Fanning preferred to get a committee together and narrow it down to the final top candidates; Dr. Varona said it was important to be transparent and fair in the hiring process;
 - Wendi said they received 48 applications, 26 were unqualified candidates, and 11 were the top candidates, worth interviewing. Dr. Varona suggested setting up a closing date to consider the 11 top candidates, unless the Board believes these applicants are not qualified and need to reopen the position again; the closing date was scheduled to June 30th. Interviews will be scheduled early next week with the aim to finalize the recruitment by August 15th. Dr. Varona asked for the subcommittee members of seven or nine to include

students, faculty, Mr. Nelson, and Dr. Phillips. His only requirement was for two students to be on the committee; he wanted to make this a fair and equal process;

- Mr. Pauole said this advisory committee must follow the open meeting law (post the meeting, minutes, be public, etc.). Dr. Varona shared his understanding; Mr. Fanning asked Mrs. Tavera and Wendi to reach out to Mr. Pauole to receive proper guidance;
- Wendi provided the Board with a copy of all of the candidates and explained the application process;

H. Discussion and possible action in response to Santa Cruz County’s Board of Supervisors

- Chairman Lucero said the letter was sent to the County Board and Mr. Bracker wrote a letter back to us; he drafted a response indicating that we would like to work in partnership with the county moving forward looking at workforce development type of initiatives (adult program as well);

Dr. Varona made a motion to accept the letter as presented to be signed by the four members of the Board and forwarded immediately to the Board of Supervisors. Motion was seconded by Mr. Fanning. Dr. Meixell said it was a great letter and asked to remove the question mark. Motion carried unanimously, 4-0. Mrs. Tavera will put it on letterhead with the Board’s signatures.

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

I. Discussion and possible action on the Letter of Support for South32

- Chairman Lucero said Suth32 asked for a letter of support and asked to collectively decide for a Board. Dr. Varona did not support this and suggested waiting for Ms. Collier to be present. Dr. Meixell suggested sending them the Resolution, but this was not related. Mrs. Tavera will add this topic to the August meeting.

Dr. Varona motioned to table this topic, 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	Excused Absence	X	X	X
NAY					
ABSTAIN					

J. SCCPCCD Lease Contract with Nogales Property Management Discussion

Chairman Lucero tabled this item until Ms. Collier was back as she is leading this discussion;

K. Discuss and Possible Changes to SCCPCCD’s Bylaws

- Dr. Meixell proposed the changes to the Bylaws and open discussion took place. Mr. Pauole said that the Chairman or the College District Attorney should address the complaint for an entire board for discrimination. Following are some of the changes made: Organization #14; Elections and Appointments #1, #4, and #9 item d; Meetings, B. Regular Meetings #1; Equal Employment Opportunity/Affirmative Action B.

Dr. Varona made a motion to approve the Bylaws, seconded by Mr. Fanning. Dr. Varona asked to add the effective date on the last page and provide a clean copy. Motion carried unanimously, 4-0.

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

L. Audited Expenditures

- Mrs. Tavera said the board needed to approve the actual expenses to be used as budgeted; she said last year’s was generic and FY 22-23 was not included; this is a recurring document.

Dr. Meixell made a motion to approve the reduction of budget expenditures to actual audited expenditures for Fiscal Year 22-23 authorizing Mrs. Tavera to post it, 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	Excused Absence	X	X	X
NAY					
ABSTAIN					

3. EXECUTIVE SESSION ITEMS

- Nothing was mentioned.

4. APPROVAL OF MINUTES

A. Approval of the Minutes

Dr. Varona motioned to approve the minutes of the Special Board Meeting (May 6, 2024), Special Board Meeting (May 22, 2024), Regular Board Meeting (May 22, 2024), and Special Board Meeting (May 31, 2024) as presented, seconded by Dr. Meixell. Motion carried unanimously, 4-0. Dr. Varona mentioned that everything was listed in the approved minutes of May 22, but the item he requested regarding Gila Provisional College was not part of today’s agenda. He requested that it be included on the agenda for the next meeting. Dr. Meixell asked for guidance regarding appointing a new Chairman but Dr. Varona clarified that the Vice-Chair would take over.

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

B. Future Meeting Agenda Items

- a. Election of New Vice Chair
- b. Port Authority

C. Future Meeting Dates

- a. Wednesday, August 28, 2024
- b. Special Meeting (TBD)

5. ADJOURNMENT

Mr. Fanning motioned to adjourn the meeting, 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	Excused Absence	X	X	X
NAY					
ABSTAIN					

Having no further business to discuss, Chairman Lucero adjourned the meeting at approximately 4:15 p.m.

Minutes presented respectfully by:

Ms. Liz Collier
SCCPCCD Vice-Chairperson