



**SANTA CRUZ COUNTY PROVISIONAL  
COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

*Regular Board Minutes*

**Tuesday, March 10, 2020**

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

**1. GENERAL FUNCTIONS**

*L.01 Call to Order:*

A Regular Public Meeting of the Santa Cruz County Provisional Community College District Governing Board was called to order at 5:01 p.m. by Dr. Angela Meixell, Chairperson.

*L.02 Pledge of Allegiance:*

Mr. Nils Urman led the Pledge of Allegiance.

*In Attendance:*

Present at the meeting were - Dr. Angela Meixell- Chairperson, Ms. Liz Collier, Mr. Nils Urman, Dr. Stella Perez- Executive Director/CEO, Ms. Georgina Tavera- Finance Manager, Dr. Homero Lopez- SCCPCCD Consultant, Mr. Ted Roush, Mr. Brian Nelson, and Ms. Christie Monreal- Community Engagement and Marketing Specialist. *Note:* Mr. Victor Fontes, Member, arrived at 5:33 p.m.

*L.03 Adoption of the Agenda*

Ms. Collier motioned to adopt the March 10, 2020 SCCPCCD Governing Board Meeting Agenda as presented, seconded by Mr. Urman. Motion carried unanimously 3-0.

<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
Dr. Angela Meixell	X		
Ms. Liz Collier	X		
Dr. Marcelino Varona, Jr.	Absent		
Mr. Nils Urman	X		
Mr. Victor Fontes	Absent		

*L.04 Public Comment – Call to the Audience*

No one addressed the Governing Board.

***L.05 STANDING REPORTS***

**INFORMATION**

*1.05.1 SCCPCCD Finance Manager*

*Financial Report and Update*

Ms. Tavera presented the Financial Reports for February 2020. She highlighted on the following:

- An insurance expense for \$7,762 was processed; the savings and checking account bank balances were listed separately as requested by the Board. No other major expenses were made other than the regular expenses normally made.

- QuickBooks was installed for the accounting system replacing Quickens and are in the process of writing all the checks through QuickBooks; Ms. Tavera added that there will be minor changes on the upcoming Financial Reports due to this new system; only the spreadsheet she created will remain the same and offered to adjust the reports if needed.
- Purchase Orders will be issued as discussed before; there has not been any need to create any Purchase Orders yet; Mr. Alex Alvarez is in the process of reviewing three quotes for the maintenance needed in the bathrooms and the chemical classrooms and will submit a Purchase Order in the coming week.
- No questions were asked.

#### *1.05.2 Chairperson of the Governing Board*

- Dr. Angela Mexiell commended the Foundation Board and Dr. Perez for raising \$30,000 that were distributed to 40 students for tuition; she noted it as a great achievement for the Santa Cruz Center and SCC Students.

#### *1.05.3 Members of the Governing Board*

- Members of the Governing Board did not have anything to share at this time.

#### *1.05.4 CEO's Update*

Dr. Perez provided a CEO update for March 2020 regarding Goals:

***Goal 1. Facilities***—The 2020 updates to the Santa Cruz Center and property at 2021 N. Grand Avenue include:

- The SCC Staff has updated the restrooms, student union, and computer labs with hand washing notices and information resources related to COVID-19 and also healthy habits, with a link was also shared on Sunday regarding the PCC website resources out to the full SCC population and community members.
- The soundproofing modifications are being touched up and inspected throughout the Santa Cruz Center for quality control and to review conditions, especially in the testing and placement centers.
- The SCC Maintenance team has completed the wall structure, ventilation, and organization of chemical storage in the SCC Biology Lab. Mr. Brian Nelson shared that he has not received an update from PCC M&S for final review and inspection.

***Goal 2. Budget***—

- Ms. Tavera shared the SCCPCCD Monthly Financial Reports requested by the Board and included the details requested from the February 2020 Board Meeting. She and Dr. Perez are working on the final draft of the FY 2020-21 SCCPCCD Budget, for presentation at the April 2020 Board Meeting, in conjunction with the SCCPCCD budget timeline.

***Goal 3. Programs***—

- Dr. Perez worked directly with PCC Leadership on conference Sunday regarding the PCC Student response to the COVID-19 national situation. The SCC Team has shared the PCC Website information through SCC social media channels and will work with the PCC/SCC Team regarding the opportunity to host student forums if the situation persists beyond Spring Break—beginning March 16-20, 2020. She added that they are taking every precaution needed during this time with hygiene cleaning and facilities maintenance, ensuring the facilities are sanitized. As noted, PCC is offering student

forums and will work with Mr. Nelson to host these at SCC following Spring Break as facilities allow.

**Goal 4. Personnel—**

- Dr. Perez noted that for HR and accounting purposes, the SCCPCCD Finance Manager has developed a formal “Leave/Request Form” for staff (sample was provided in Board packet) to document and record all SCCPCCD Staff PTO. A copy will be maintained internally for auditing purposes, with Ms. Tavera requesting information in advance as a tracking system.

**Goal 5. External Funding & Grants—**

- On behalf of the Santa Cruz County Educational Foundation (SCC Ed Foundation), SCCPCCD was invited to solicit a ‘matching’ scholarship in the name of Officer Jesus M. Cordova. The scholarship would honor the slain Nogales Police Officer Jesus Cordova, and support a student majoring in a *Criminal Justice Program* at the Santa Cruz Center. Dr. Perez is currently working with Officer Garcia, who is leading the foundation, to review current community sponsors for matching donations in his name.
- SCCPCCD also received an anonymous donation to the SCC Ed Foundation to support 3 GED Students completing their tests, in need of the testing fees, and recommended by AZ @ Work. She added that the SCC is fortunate to have a very positive relationship with AZ @ Work, and continues to work in partnership with the WIOA Board in support of basic skills and GED testing;
- The SCC Educational Foundation Student Scholarship Awards Ceremony was held on February 28, 2020 and had a record number of 42 scholarships awarded to SCC students. The event was filled with students, family members, and community members, gathered to recognize the outstanding work of the students and their achievements at the Santa Cruz Center.

**Goal 6. Marketing—**

- The SCC Team changed their marketing and promotion strategies with stronger outreach and hosted targeted events at the Santa Cruz Center. The February 2020 highlights included presentations on the following dates and locations:

February 6, 2020- SCC-PCC Chancellor’s Luncheon (Tubac Golf Resort)

February 6, 2020- RRHS FAFSA Workshop at Rio Rico High School

February 13, 2020-Meeting with Ms. Neumann (9th grade NHS Counselor)

February 13, 2020- NHS Parent Teacher Conference

February 20, 2020- Attended the SCC Superintendent’s Luncheon (Americana Hotel) Recognition Ceremony

February 20, 2020- Hosted the Grow with Google Workshops (Spanish Session)

February 25, 2020- NHS FAFSA Night

February 27, 2020- Radio Amor Interview (Updates)

February 27, 2020 – Attended the Nogales Port Authority meeting, with SCC Students

February 28, 2020- Spring 2020 Scholarship Ceremony

*Note:* Ms. Collier said it sounded like a wonderful event and suggested getting pictures and sending them to the newspaper in a way to communicate the SCC has scholarships available for students. Dr. Perez thanked the Board for the recommendation, and will become work on the idea with the Outreach Coordinator.

***Goal 7. Government Relations—***

- In the past six months, the Santa Cruz County Provisional Community College District Team, has met with top governmental staff regarding “AZ Provisional Community Colleges” and their unique funding status.

***1.05.5 PCC Update***

- Mr. Brian Nelson, PCC Advanced Program Manager provided the following update:
  - He attended a training meeting in Tucson and the Chancellor was in attendance.
  - He then asked Mr. Ted Roush to elaborate on the training regarding COVID-19.
- Mr. Ted Roush talked about the COVID-19 and PCC concerns. PCC is reviewing a plan of all colleges to potentially complete a limited campus shut down in approximately 3 weeks (designated safe period for incubation). If the current state continues, PCC estimates they will complete a full shut down, and continue education through an online learning environment and remote services. PCC will provide secured on line connections, and recognizes multiple interruptions. Roush commented, “This is a threat that we need to be prepared for; also, if there is an infected site, entire colleges will be shut down.” He added that Mr. Nelson had a plan for PCC/SCC, there could be different configurations based on the location. Mr. Nelson will start with PCC Faculty and introducing them to the idea of online learning. Mr. Roush will review Mr. Nelson’s assessment, what he sees as challenges, and what that will mean for students.
- Ms. Collier asked if we were waiting for a student or instructor to get sick prior to closure. She addressed Dr. Perez about students who do not have internet access, and how will they be accommodated. She inquired if it was possible to set up a remote ‘Santa Cruz Center’ site? She also asked if laptops were available for loan to students?
- Dr. Meixell asked if they have talked about extending the PCC Spring 2020 Semester? There were questions related to student committees to address concerns related to COVID-19 and service needs.
- Mr. Urman questioned that on the SCC facility criteria, if there was a check list of measures of security topics to review. He also raised concerns about the accommodations being made for local students to successfully complete their classes in an online format.
- Mr. Fontes shared about the CR Bard (maquiladora) was making sanitation items and masks for distribution support demand items to combat COVID-19.
- Mr. Roush addressed the majority of questions raised.

**2. APPROVAL OF MINUTES**

**ACTION**

*2.01 Acceptance of Minutes for the Regular Board Meeting, February 11, 2020*

Ms. Collier motioned to approve the minutes of the Regular Board Meeting of February 11, 2020, seconded by Mr. Fontes. 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.	Absent		
Mr. Nils Urman	X		
Mr. Victor Fontes			X

### 3. INFORMATION ITEMS

### INFORMATION

- *3.01 Discussion and AZ Community College Legislative Updates by The Lunsford Group LLC; Note: Mr. Jack Lunsford joined the meeting telephonically.*
  - Mr. Jack Lunsford prepared a report that was included in the Board Packet and shared the latest AZ legislative developments.
  - He provided the highlights and information of what has transpired in the latest budget meeting, with the legislature hoping to have the budget complete by last week, however it appears it will not be done until April 1-April 15, 2020.
  - He shared the latest updates and status of what transpired with House Bill 2390 drafted by the Lunsford Group and supported by Rep. Steve Pierce. The bill would support a leveled amount of state funding that includes ‘Provisional Community Colleges’ in the base funding amounts. The ‘Allen Bill’ still has potential momentum, with a tiered model of FTE—even for colleges w/less than 499 FTE, and all AZ CCDs receiving a base of \$100,000).
  - Mr. Lunsford said that as he reviewed the ‘Allen Bill’, he saw conflicts from one section to another and before he reports with absolute confidence that Provisional Community Colleges are included, it is favorable for SCCPCCD to not make a recommendation of support at this time. He will communicate through Dr. Perez any new information or will report updated information during the next Board meeting in April 2020.
  - The Board had no questions and will wait for an update from Mr. Lunsford.

#### *3.02 Discussion and Accreditation Updates by HLC Consultant*

- Dr. Lopez reported on SCCPCCD retaining our current status and existing legislation with the State that we are currently committed to compliance. Dr. Meixell asked about the 2020 SCCPCCD Strategic Plan, and how we are conforming to our goals and meeting objectives. Dr. Lopez noted that some of the goals will not be completed this year, with the multiple state and global interruptions, and suggested designating these topics part of the August 2020 Summer Retreat Agenda.

#### *3.03 Follow-Up and discussion of student needs for student center, student resource center, and library services*

- Dr. Perez shared that following the SCC/PCC Governing Board Meeting and student forum, the topic of a ‘Student Center’ was raised and discussed. SCC Staff has found space in the Santa Cruz Center behind the Student Union that would require nominal remodeling. Dr. Perez will meet with Mr. Nelson for a tour and to review the area as a potential private learning space. The Board Members recommended basic remodeling with the addition of 2-3 laptops, security camera for safety, comfortable furniture for study and/or tutoring, and the area be designated as a private work and resource space dedicated to SCC Students

### 4. ACTION ITEMS

### ACTION

#### *4.01 Discussed and approved SCCPCCD/PCC Chancellor’s Luncheon 2021 for February 18, 2021 at Tubac Country Club, Tubac, AZ*

Mr. Urman motioned to approve the SCCPCCD/PCC Chancellor’s Luncheon 2021 scheduled on February 18, 2021 at Tubac Country Club, Tubac, AZ. 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.	Absent		
Mr. Nils Urman	X		
Mr. Victor Fontes	X		

4.02 *Discussed and approved “PCC Staffing to Support SCCPCCD Operations” beginning FY 20-21*

- Mr. Roush made a presentation regarding full-time faculty positions, with costs involved. He provided a spreadsheet with detailed information, with detailed PCC job description roles and requirements, with increasing local funding to support the positions. In addition, there was discussion related to 2020 PCC Summer Classes, and the cost of PCC on-site tutors to support student learning and performance at the SCC.
- Several questions were asked related to: *“PCC Staffing to Support SCCPCCD Operations” for FY 20-21—they include:*
  - Dr. Meixell: Will these Tutors be paid/supported on “as needed basis” hours? How many estimated hours are on currently supported through the current SCC School Superintendent/SCC CREO Grant? Dr. Perez did not have that information as the funding is handled through the SCC County Superintendent’s Office.
  - Dr. Perez: asked about the tutors and how we never exceed 19 hours; she also asked about the supplies on the spreadsheet.
  - Mr. Urman: asked about the “basics” classes and if they are still being offered. He also expressed concerns regarding ¾ and ½ time instruction vs. full time faculty support.
  - Dr. Meixell: What is the grand total of the annual budget request per invoice amount, and if this can be finalized? Ms. Tavera calculated a total increase of \$100,700 for all 4 staff request positions; she is uncertain if this could be afforded by SCC on an ongoing basis. Ms. Tavera will attempt to calculate final numbers, which is difficult with the fluctuation of student enrollment, for the Board’s review and discussion at the April 2020 Board Meeting.
  - Mr. Fontes: Will Pima have full control of the new staff positions? He asked Dr. Pérez if she was comfortable with this arrangement.
  - Dr. Perez thanked everyone for all questions, and asked to go on the record noting that she supports the request for the addition of tutors. She feels these will be a great benefit for SCC Student enrollment, retention, and achieving success.
  - Dr. Meixell asked that SCC Staff conduct a financial assessment and review the potential growth for the upcoming years. She also asked Ms. Tavera to outline costs for each position, both existing and requested.
- Mr. Fontes made a motion to table the “PCC Staffing to Support SCCPCCD Operations” seconded by Ms. Collier. Motion carried unanimously, 4-0.

Dr. Angela Meixell	X		
Ms. Liz Collier	X		
Dr. Marcelino Varona, Jr.	Absent		
Mr. Nils Urman	X		
Mr. Victor Fontes	X		

**5. FUTURE MEETING DATES AND SITES INFORMATION**

- April 14, 2020 at 5:00 p.m.

**6. FUTURE AGENDA DATES AND ITEMS INFORMATION**

- August 15, 2020: Potential date to host SCCPCCD 2020 Summer Board Retreat.  
Location: Tubac, AZ

**7. ADJOURNMENT**

Having no further business to discuss, Mr. Urman motioned to adjourn the meeting at 6:45 p.m., 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.	Absent		
Mr. Nils Urman	X		
Mr. Victor Fontes	X		

Minutes presented respectfully by:



Dr. Stella Perez,  
Executive Director/CEO



Ms. Elizabeth Collier  
SCCPCCD Vice-Chairperson