



SANTA CRUZ COUNTY PROVISIONAL COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

Regular Board Minutes

Tuesday, September 16, 2020

Meeting held via ZOOM

1. OPENING ITEMS

- Call to Order / Pledge of Allegiance / Roll Call

A Regular Public Board Meeting of the Santa Cruz County Provisional Community College District Governing Board was called to order at 5:00 p.m. by Dr. Angela Meixell, Board Chairperson.

Please Note: Per the attorney’s recommendation, this meeting was held via ZOOM.

Pledge of Allegiance:

Mr. Nils Urman, Board Member, led the Pledge of Allegiance.

Roll Call / In Attendance Via ZOOM:

Present at the meeting were - Dr. Angela Meixell- Chairperson, Ms. Liz Collier-Board Member, Dr. Marcelino Varona, Jr.-Board Member, Mr. Nils Urman-Board Member, Dr. Stella Perez- Executive Director/CEO, Ms. Georgina Tavera- Finance Manager, Ms. Christie Monreal- Community Engagement and Marketing Specialist, Mr. Ted Roush, Mr. Brian Nelson, and Dr. Homero Lopez- SCCPCCD Consultant. Mr. Victor Fontes, Board Member, joined the meeting later due to technical difficulties.

- Adoption of the Agenda

Ms. Collier motioned to adopt the September 16, 2020 SCCPCCD Regular Governing Board Meeting Agenda as presented, seconded by Mr. Urman. Motion carried unanimously, 4-0.

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

- Public Comment – Call to the Audience

- No one addressed the Board

2. STANDING REPORTS

A. Financial Report

- Ms. Georgina Tavera, Finance Manager, presented the 2020 Monthly Financial Reports for August. She informed the Board about the following unusual charges from August:
 - \$6,000 – Chamber of Commerce (Annual Fee)
 - \$1,800 – Zoom (Annual Fee)
 - \$1,500 – Arizona Association of Community College (first time participating)
 - \$1,573 – Marketing (paid twice, savings of approximately 50%)
 - \$1,022 + \$500 – Announcing Summer Classes / Ads
 - \$857 – on behalf of the Foundation for January Event

- \$870 – USPS for marketing
- \$1,100 – pending
- Mr. Varona requested for copies of the reports of expenditures, Ms. Tavera will forward them to him;
- No questions asked by any of the other Board Members.

B. Chairperson of the Governing Board

- Dr. Angela Meixell did not have any updates or comments at this time.

C. Members of the Governing Board

- Ms. Collier mentioned that the Patagonia Schools had met their metrics and were planning on opening at the end of this month to a Hybrid Model; she is meeting next week with them;
- Dr. Varona attended the AZ School Board Association Law Conference; it was very informative and good to stay updated with the Open Meeting Law; he added that their meeting could take place at the City Council Chambers and stream the meeting live; he suggested to start organizing it so that the Chancellor and PCC can see what we are doing;
- Dr. Perez will follow up on these suggestions.

D. CEO's Update

Dr. Perez provided the following CEO update for August 2020 regarding Goals:

Goal 1. Facilities— The 2020 updates to the Santa Cruz Center and property at 2021 N. Grand Avenue, Nogales, AZ included the following:

- Related to the water break on June 28, 2020, we continue to follow the guidelines of the ACT Environment Inc. Report. Alex Alvarez and Dr. Perez have been working very closely with Mr. Panousopoulos on meeting and upholding the ADEQ (AZ Dept. of Environmental Quality-division of EPA) requirements to ensure all standards, criteria, and remediation are met for the Santa Cruz Center building related to the mold and asbestos—prior to any student, faculty, or staff occupancy.
- Mr. Panousopoulos is finalizing a proposal with American Technologies Inc. (ATI), a Tucson based company, as the lead contractor. The organization, ATI, meets AHERA (Asbestos Hazard Emergency Response Act) Certification requirements, and noted that it is the contractor's responsibility to notify ADEQ of their accepted proposal, scope of work, and asbestos remediation processes for review, approval, and site inspection. Once bid is accepted, contractors will move forward with ADEQ;
- Dr. Varona asked for the total cost for this project from Mr. Panousopoulos; Dr. Perez said the proposal was not completed at this time and said Mr. Flores provided her a binder with an estimate but not the final costs;
- Dr. Varona said Mr. Panousopoulos had showed him the final contract and were ready to sign; he added that the project will cost about \$400K; it will take the contractors about 60 days (center will be closed); Dr. Varona asked Dr. Perez and Ms. Tavera to look into it with Mr. Panousopoulos tomorrow. Dr. Varona stated he will not sign until we are in agreement. Dr. Varona claimed that, "Mr. Panousopoulos is ready to move on with this project in case PCC, Brian, and Ted use a type of hybrid model in January 2021, the building needs to be ready";
- Dr. Perez thanked Dr. Varona for his presentation and said she has been working with the attorney and noted that this did not have to be a board agenda item or a board topic; she added that the attorney said if we start to make comments, judgements, or provide

choices regarding the carpet samples, we will be assuming liability. Dr. Perez & Mr. Pauole had a conversation regarding the remodel, and he noted that once this remodel begins, we as the staff should only support the move all of the furniture, computers, building structures, from every room, and this complies with our insurance liability.

- Dr. Varona thanked Dr. Perez for the detailed update and asked to get clarifications from Mr. Panousopoulos (will they provide storage pods? removal of computers?);
- Ms. Collier asked if the tile was being ripped up; Dr. Perez was uncertain of the carpet removal process.

Goal 2. Budget – Ms. Tavera has shared the August 2020 Monthly Financial Reports for Board review. She has also worked with the Gateway Community District business office and registrar to outline the IGA financial exchange and invoicing processes to best serve both partners with information exchange. SCCPCCD Legal Counsel, Dave Pauole, has reviewed and approved the Gateway IGA with Maricopa County Community College District, and it is signed by MCCCCD representation and complete for the SCCPCCD Board Chair signature. The bilingual, Hybrid Water/Wastewater courses would begin in Santa Cruz County October 1, 2020.

Goal 3. Programs—Brian Nelson and Ted Roush presented updates on: (1) 2020 PCC-SCC Fall schedule and enrollment, and (2) the 2021 PCC-SCC Spring Schedule—which is already in the planning stages.

Goal 4. Personnel—We continue to host weekly Mondays SCC Staff Meetings to ensure our community outreach and student services are current with evolving needs. To date, 80% of all SCC Staff Evaluation are complete and filed in SCCPCCD HR files.

Goal 5. External Funding Grants— On behalf of the Santa Cruz County Educational Foundation (SCC Ed Foundation), Dr. Perez said over 40 student applications were received for scholarships for the Fall, and the Foundation was able to support—a new record of— 38 student scholarships for Fall 2020—with over \$35,000 in funds! The SCC Ed Foundation has reserved approximately \$15,000 for PCC ‘late start’ students, and workforce development students. She thanked Ms. Monreal for her quick effort on getting those scholarship applications up and out;

Tomorrow, September 16, 2020, SCCPCCD will be hosting The Cónsul General de México en Nogales, Arizona. Ricardo Santana Velázquez, will be presenting \$10,000 for the 2020 IME-Becas scholarship funds to the SCC Educational Foundation Board Chair at the Santa Cruz Center lobby in support of our continued bi-national border and student service relationships.

As per the request of Dr. Varona and Board, the following three new grant opportunities are in review with RFPs:

- 1) LULAC—Google IT Support Certification (workforce)
- 2) Thomas R. Brown Foundation (state—education; communities in poverty)
- 3) William T. Grant Foundation (national—diversity; HSI, STEM for minorities)

Goal 6. Marketing – For the month of August the SCC Marketing Team has continued with:
1) Promotion and solicitation of SCCEF Fall 2020 Scholarship Application through Social Media, Newsletter, Website, and Email and Partner Promotions
2) Text and graphic updates to SCC Website home page and links

- 3) Regular marketing, promotion, and information updates through daily social media posts
- 4) Continue to do formal “Fall 2020--Welcome Back” targeted messaging to all Santa Cruz County K-12, and Santa Cruz Center Students; she welcomed everyone to look at the updated Home Web Page;
- 5) Looking into the outlined new processes for SCC/GED testing services to ensure CDC standards guidelines
 - Dr. Perez noted Ms. Christie Monreal had done a great job with the text and graphics updates in our Website Home Page!

Goal 8. Future Accreditation / Provisional Status – Dr. Perez said she received notice from Mr. Roush that the HLC Consultant report is complete, and Dr. Duran-Cerda has shared that we will have the opportunity review Ms. Karen Solinski’s report upon completion. She will follow-up on the process.

This concluded her report. The following questions were asked:

- Dr. Varona asked Dr. Perez to talk to the attorney and inquire about the Lease Contract and ask if there was a possibility to receive credit on the rent for the last two months; Dr. Perez will look into it and bring back to the Board;
- NOTE: Dr. Meixell informed the Board about Mr. Fontes and Mr. Fanning joining the meeting.

E. Review of CEO / Executive Director 2019 Performance Evaluation

- Dr. Meixell and Ms. Collier conducted and completed Dr. Perez’s annual evaluation following a self-performance assessment report per formal reporting process; they reviewed every listed item and discussed as needed; Dr. Perez chose to decline her merit adjustment and cost of living in support of the non-approval increase for staff; it was a very highly satisfactory performance evaluation;
- Dr. Varona said next year, the Board will be reviewing Dr. Perez’s final 3-year contract and suggested making a decision as a group during next Board Meeting as to when it will take place; he also proposed looking over evaluation instruments and completing it as a group; he asked for Mr. Roush’s help with Dr. Perez’s evaluation process to “better evaluate our CEO” and “include Dr. Lambert as well”; he noted, “this should be done for her final year and the Board needs to be part of the evaluation.”;
- Dr. Meixell said, “Dr. Perez’s evaluation could be read in her office by appointment.”, but Dr. Varona asked to “clear this process legally by the attorney first before this could happen”.

F. PCC-Santa Cruz County Report

Mr. Roush and Mr. Nelson reported the following:

- Fall 2019/Fall 2020 Enrollment Comparison
 - FTSE calculated on the 45th day of semester, change of -11.57
 - Fall 2020 Estimate: 62.63
- Dr. Varona asked to get an update of the final duplicate headcount for the October meeting;
- Mr. Nelson mentioned that spring classes will be published on line the first week of October and run about the same amount of classes;
- Dr. Varona also asked Mr. Nelson how did we compare on our enrollment decrease to the overall systematic of PCC; Mr. Roush said it

was approximately 16-17%; in terms of enrollment, the college was down about 17-18%;

- Dr. Meixell asked if there had been any requests for new programs or new classes;
- Dr. Varona suggested for next year as we approach the Spring Semester and if this continues as virtual, to share their thoughts on the budget for next year and look into the programs offered to students; he suggested getting started during a retreat or starting in January;
- NOTE: Mr. Fontes was having technical difficulties with his microphone.

G. Review and Discussion of PCC/SCC Marketing – Presenter: Ms. Liz Collier

- a. Ms. Collier asked for this item to be placed on the agenda addressing her concern on the marketing efforts (being very minimal); despite us being virtual, we should encourage people to sign up making them aware the college is open such as a billboard; she asked Mr. Roush and Mr. Nelson to help us facilitate and requested more cooperation from Pima on a more timely basis; she is still waiting for a protocol book with their branding standards; she would like to see us step up our efforts for the Spring Semester, do a better job, and recruit more students;
- b. Mr. Roush will work with his marketing department and will speak with Lisa regarding the protocol book; he apologized for the miscommunication regarding the billboard due to the current building situation;
- c. Dr. Varona was in agreement with Ms. Collier to improve the marketing and keep the college in full view for our parents and students;
- d. Dr. Perez commented that they did send mailers out and posted vinyl signs around Santa Cruz County; she added this was a really challenge with the funding available but also are very fortunate to have the neighbors that we have; she gave credit to Ms. Collier for suggesting the use of a laptop for signing up;
- e. Dr. Collier suggested having this as a regular item on the agenda with updates;
- f. Dr. Varona asked Mr. Roush regarding contact information; to provide good customer service, he asked why does SCC does not have the calls forwarded to someone and not go through the INFO app; is it possible to give out Maricruz' telephone number for contact or someone directly?
- g. Mr. Roush offered Softphones to call the college; it directs it to a cell phone and protects their privacy; he added that 94% of students are highly satisfied with the handling of our service;
- h. Mr. Nelson informed the Board on their procedures for handling calls and why they provide a central email; their phone messages are reviewed frequently;
- i. Dr. Varona addressed his concern on the licenses and how they should have informed us about this situation; we need to make sure our students are not on a lower tier and are treated fairly and equally;
- j. Mr. Roush will provide more information for the next meeting;

3. APPROVAL OF MINUTES

A. *Approval of Minutes for the Regular Board Meeting held on August 11, 2020*

Ms. Collier motioned to approve the minutes of the Regular Board Meeting held on August 11, 2020 as presented, seconded by Mr. Urman. Motion carried unanimously, 5-0.

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

Note: Dr. Varona asked Ms. Christie Monreal to highlight any changes made to the minutes on the second copy. And no changes should be made after they are sent out.

4. INFORMATION / DISCUSSION / ACTION

- Review and Adoption of GCC Water/Wastewater IGA – Presenter: Dr. Stella Perez
 - Dr. Perez informed the Board about the Intergovernmental Agreement (IGA) between Maricopa County Community College District and SCCPCCD for the establishment of the Water/Wastewater CCL and /or Associate Degree Program to begin October 1st, offered as bilingual options in a Hybrid format. This has gone through the full approval process;
 - Mr. Urman asked if there is a projection showing how many people are taking this program; Dr. Perez said at least 10 students will be enrolled;
 - Ms. Collier asked if she had contacted Patagonia;
 - Mr. Fontes commented about classes missing in the southern part of the state due to limited instructors;
 - Dr. Varona said this was a big benefit for the City of Nogales, mentioning that several city employees would be interested in taking this certification test, especially that it is being offered in Spanish;
 - Dr. Meixell asked where the Hybrid classes being held; Dr. Perez responded on line format and are looking into having it in one of the high schools, being discussed with the Superintendent;

Dr. Varona motioned to accept the recommendation of Dr. Perez of the IGA between Maricopa County Community College District and SCCPCCD for the establishment of the Water/Wastewater CCL and /or Associate Degree, seconded by Mr. Urman. Motion carried unanimously, 4-0.

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

- Review of SCC Electrical System – Presenter: Mr. Victor Fontes
 - Mr. Fontes said he had not seen the report yet; Dr. Perez shared that she had a certification and report from an electrical company that Mr. Panousopoulos hired referring to the September 8th walkthrough, noting the visual inspection of the electrical system and that they had met the requirement 2011 National Electrical Code; few minor violations were noted and they have all been corrected, meeting all of the requirements; she added that our Attorney said this information belonged to the Landlord as we do not own this property;

- Mr. Fontes asked Dr. Perez if she was comfortable with the conclusion of the report; he said he might be visiting the facility to take a look at the report; Dr. Perez offered a copy of the certification for his reference;
- Dr. Varona asked for a copy of this and asked if it was stamped by an electrical engineer; he also requested before the meeting was adjourned, to go back on the agenda to Dr. Perez' report asking for a brief report on what is happening to the building due to Mr. Fontes not being available at that time;
- Mr. Fontes said he will be writing a report with a couple of pages listing at least six major problem items, saying he has to take notice and has a professional and moral obligation;
- Dr. Meixell will include Mr. Fontes' report for next board meeting;
- Dr. Perez shared a brief update:
 - Mr. Panousopoulos has worked with Contractor ATI, American Technologies, Inc. (Lead contractor at this time);
 - Once Mr. Panousopoulos settles on the contractor, it is the contractor's responsibility to notify ADEQ of their accepted proposal, scope of work, and asbestos remediation processes for review, approval, and site inspection. Once bid is accepted, contractors will move forward with ADEQ, working directly with them on all processes until work completion; then it will be certified for occupancy allowing us to move in; they assume all responsibility;
 - Mr. Fontes had no questions; he said they are heading in the right direction now that ADEQ is involved; he added that asbestos is in the adhesive, underneath the tile;
 - Dr. Perez added that they are ensuring that all standards and guidelines are being followed regarding mold;
- Review of SCCPCCD New Campus Location – Presenter: Mr. Victor Fontes
 - Mr. Fontes said that it may be a good time for our administration or consultants start looking at facilities for 2-3 years down the road for the health and safety welfare of our students; he said there are acres available near the court house (Dr. Lopez was going to look into it); he withdrew the motion and left it as something to think about;
 - Ms. Collier said we could certainly start looking around but the focus right now was on the current building;
 - Dr. Varona agreed with Ms. Collier and suggested having this in the upcoming retreat; he added this was not the first time this subject had been brought up; he feels it would be a good topic to discuss during the retreat and not sweep it under the rug; suggested inviting our attorney for advice;
- Review of Current 20-21 SCC Ed Foundation Grants – Presenter: Dr. Marcelino Varona
 - Dr. Perez informed Dr. Varona about the new grants she reached out to: 1) LULAC—Google IT Support Certification (workforce), 2) Thomas R. Brown Foundation (supports communities in poverty), 3) William T. Grant Foundation (supports HIS and STEM for minorities)
 - She also provided a recap of the grants and donor contributions in the FY19-20
 - Nogales Family Guidance
 - South32 Community Foundation
 - Ed Options Foundation

- IME-Becas/Nogales Consulado
- Nogales Customs Brokers Association (NCBA)
- Gebler Trust
- Nogales Lions Club
- Dr. Stella Perez
- So. AZ Community Foundation- COVID-19 Response Grant
- Dr. Varona thanked Dr. Perez for her recap.
- Review and Adoption of PCC-SCC Virtual Learning Amendment – Presenter: Dr. Angela Meixell
 - As a reminder, Mr. Roush met with the Attorney and was able to look at our IA and determine it would be possible for us to get the FTSE count for virtual students; this agenda formalized that understanding; Dr. Perez confirmed and said it was passed at the PCC Board Meeting on September 9, 2020 as part of their consent agenda (supported and passed); she has a copy of the addendum signed by both attorneys;
- Dr. Varona motioned to accept the adoption of the PCC-SCC Virtual Learning Amendment, seconded by Ms. Collier. Motion carried unanimously, 5-0.

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

- Review and Adoption of Date for Fall 2020 SCCPCCD Board Retreat – Presenter: Dr. Angela Meixell
 - Originally, the Board Retreat was scheduled this Saturday at the college;
 - Fall Retreat suggestions were:
 - Patagonia Meeting Room
 - Nogales Community Development
 - Date suggested: October 10 or 24, 2020
 - After an open discussion took place with dates, the following was agreed by everyone in attendance:
 - Board Retreat on November 7, 2020 at the Nogales Community Development from 9:00 a.m. – 2:00 pm.;
 - Dr. Perez and Ms. Monreal will share more information at a later time;
- Future Meeting Dates and Sites
 - Board Meeting: October 13, 2020 – Delivery Method: TBD
 - Board Retreat on November 7, 2020 at the Nogales Community Development from 9:00 a.m. – 2:00 p.m.

5. ADJOURNMENT

Having no further business to discuss, Ms. Collier motioned to adjourn the meeting at 6:41 p.m., seconded by Mr. Fontes. Motion carried unanimously, 4-0. *Please note: Dr. Meixell got disconnected, and Ms. Collier adjourned the meeting.*

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

Minutes presented respectfully by:

Dr. Stella Perez,
 SCCPCCD Executive Director/CEO

Ms. Liz Collier,
 SCCPCCD Vice – Chairperson