



SANTA CRUZ COUNTY PROVISIONAL
COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

Regular Board Meeting Minutes

WEDNESDAY, JANUARY 25, 2023

Santa Cruz Center Board Room

2021 North Grand Avenue

Nogales, AZ 85621

1. OPENING ITEMS

A. Call to Order:

Dr. Marcelino Varona, Jr., Chairman, called a Regular Public Board Meeting of the Santa Cruz County Provisional Community College District Governing Board to order on Wednesday, January 25, 2023, at 3:00 p.m.

Pledge of Allegiance:

Ms. Collier led the Pledge of Allegiance.

Roll Call / In Attendance:

Present at the meeting were – Dr. Marcelino Varona, Jr.-Chairman, Mr. John Fanning- Vice Chair, Dr. Angela Meixell- Board Member, Ms. Liz Collier- Board Member, Mr. Greg Lucero- Board Member, Mr. Brian Nelson, and Mrs. Georgina Tavera- Finance Manager. David Pauole, PCC District Attorney joined via ZOOM; Dr. Morgan Phillips from Pima Community College was absent.

B. Adoption of the Agenda:

Chairman Varona entertained a motion to accept the adoption of the agenda of Wednesday, January 25, 2023, SCCPCCD Regular Governing Board Meeting as presented. Ms. Collier motioned to adopt the agenda as presented, seconded by Dr. Meixell. Motion carried unanimously, 5-0.

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

C. Public Comment – Call to Audience

a. There was no call to the public.

D. Chairman Varona entertained a motion to nominate Mr. John Fanning for the Chairman of the Governing Board and Ms. Liz Collier for Vice-Chairman of the Governing Board. Mr. Fanning accepted the responsibilities of said position. Discussion: Ms. Collier and Dr. Meixell suggested having separate votes; Chairman Varona shared that he did not appreciate the disruption as it brings dissension among the Board and individual Board Members. Dr. Meixell seconded the motion. Mrs. Tavera took a roll call vote, all in favor. Motion carried unanimously, 5-0.

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

- E. Chairman Varona entertained a motion to nominate Mr. Greg Lucero as Vice-Chairman. Ms. Collier seconded the motion. Mrs. Tavera took a roll call vote, all in favor. Motion carried unanimously, 5-0.

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

2. STANDING REPORTS & ACTION ITEMS

A. **FY22-23 Financials**

Mrs. Tavera, Finance Manager, provided the following recap of November and December 2022 Financials:

- Mrs. Tavera shared the non-recurring items: November - Walmart, two same charges for TVs, CDW for \$382 (Anti-Virus License), International Fire Protections, (fire extinguishers). December - Rio Rico Sheet Metals \$2,950 (AC Service in the Summer and again in winter), Nogales International, \$954 (magazine purchased, ad); CDW \$2,080 (missing security cameras); Pima \$34,000 payment for the summer semester.
- Mrs. Tavera addressed a comment she made during the last meeting about the U of A lease being short paid, but she realized it was a prorated amount due to the accident. She apologized and said she will reach out to them and ask if they will be renewing their contract (discrepancy from \$11,000 to \$7,000);
- She also informed the Board that the AZ Department of Agriculture vacated in December and collected \$1,800; she reminded the Board that this income is carried forward for future years and is to our advantage; we will be able to accommodate them in March for two months. Mrs. Tavera also informed the Board that the GED Program-Adult Ed, was on campus and already using three classrooms instead of one.
- Mr. Lucero asked if the prorated rate was included in the lease agreement; Mrs. Tavera explained it ended in June; Mr. Lucero asked Mr. Pauole if we had that discretion; Mr. Pauole did not see any issues.
- Dr. Meixell asked whose responsibility it would be to do a new lease with them. Mrs. Tavera will meet Mr. Wilson and Mr. Pauole and update Mr. Fanning.
- Dr. Varona asked if Mr. Panousopoulos covered the expenditures made on the floor. He added it turned out very nice, but he noticed that on the far south end, the floor is beginning to bubble up. He requested adding this to the upcoming budget; he concluded by saying the facilities should constantly be updated and be clean and presentable at all times; Mr. Nelson took note.

B. **Authorizing Signature**

Mrs. Tavera requested Chairman Fanning's signature to be added to the Chase account. Dr. Varona motioned to authorize Mrs. Tavera to allow Chairman Fanning's signature added to the Chase Account, seconded by Dr. Meixell. Motion carried unanimously, 5-0.

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

C. **Chairman of the Governing Board**

SCCPCCD Governing Board Chairman will address any updates.

- Chairman Fanning thanked Dr. Varona for a year of leadership for the SCCPCCD and looking forward to working side by side with Mr. Lucero and the entire Governing Board.
- He asked Mrs. Tavera about the building reconstruction and Alan's recovery; Mrs. Tavera said the facilities had been completed and only needed to purchase the furniture, but this was their responsibility; Jose has been in touch with Alan, and he is doing better; Jose said he is back to normal and has returned to work;

D. Members of the Governing Board

- Mr. Lucero said the State Legislature was in session and that someone needed to be paying attention to the new bills being introduced such as the community college expenditure limits, not knowing if it is a good or bad thing; he asked for someone from Pima to keep us apprised of what is going on with the Legislature; Chairman Fanning suggested including this item as a future topic.
- Ms. Collier informed the Board that a friend of hers sits in the academic side of Western Governor's University and forwarded an article on the New Learning Economy which addressed topics that Chancellor Lambert has been talking about for the last couple of years; the article talked about the need for change in the university systems and talks graciously about how Pima is in the forefront of this movement and one of the leaders in the country; Ms. Collier shared that she felt very good about being affiliated with Pima; the article was emailed to all Board Members by Mrs. Tavera;

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

- Mr. Fanning informed the Board that due to Dr. Phillips not joining the meeting today, Mr. Nelson was combining both items, E and F; Mrs. Tavera said Dr. Phillips was attending an NAU statewide meeting.
- Mr. Brian Nelson, Advanced Program Manager/PCC – SCC, updated the Board about Spring Enrollment; he said we were currently at 764 duplicated, 25% down from fall, 50% up from last spring; in general, he compared fall to spring, spring to fall; he informed the Board that according to Dr. Phillips, the national average is 30% down; Pima in Tucson as of yesterday were only 11% down but only 6% up from spring year;
- Dr. Varona asked what the full-time equivalent was on the fall semester. Mr. Nelson did not have the information at this time but will have the details within a week or so.
- Ms. Collier asked what classes were most popular and where are teachers needed. Mr. Nelson said they are doing exceedingly well in math, science, and writing. He added that they are currently walking on eggshells in a number of areas with staffing.
- Mr. Nelson said he wanted to invite the math department chair for the upcoming meeting and have her join virtually for a few minutes as he is very grateful for her work.
- Chairman Fanning asked Mr. Nelson if they had reached out to HR in Patagonia, Nogales, Sonoita, or Santa Cruz Valley. Mr. Nelson said he had already reached out to other districts and added this was a nationwide problem; he offered to meet with people in Green Valley or any other location, saying it was very hard finding people with a Masters.
- Dr. Varona said that was Pima's responsibility, but our responsibility was to be looking into our budget and include one full-time mathematics teacher; he addressed Chairman Fanning saying they should start working on their budget to see other factors such as what type of full-time faculty was needed.
- Ms. Collier suggested asking at various nonprofit/Civic meetings for possible candidates; Dr. Varona said he did not want to create a conflict of us overstepping with the Chancellor; he added she could join the Lions Club meeting as his guest anytime.
- On Mr. Nelson's second presentation, he presented the SWOT Analysis from 1/21/21 to January 2022 update; he covered the strengths and weaknesses briefly; Mr. Lucero asked to include under weaknesses the lease facility; Mr. Nelson continued with his presentation reviewing the opportunities and threats.

- Dr. Varona mentioned that the Board was very enthusiastic last year to help on this term insufficiently by hiring a full-time financial aid person and asked Mr. Nelson if including this in the budget would help. In addition, he said the Board lost track of the foundation for scholarships and how to raise scholarship money.
- Mr. Lucero asked why the foundation was not meeting; Mrs. Tavera explained the struggles; she added that the only board members were Guillermo Valencia, Lourdes Jeong, and Nilo Larriva; Chairman Fanning will meet with Ms. Jeong and asked for the status; they should start soliciting.
- Mr. Nelson concluded his SWOT presentation; he asked the Board if there was anything needed to be done and if they wanted this electronically.
- Dr. Varona asked Chairman Fanning to establish a date with Mr. Nelson for a small retreat to discuss items such as these.
- Mr. Lucero added they needed a plan for growth and come up with strategies and opportunities to get to that vision where we want to be:
- Dr. Meixell said they had a strategic plan, but it came from the old days, different IGA and needed to be rethought and re-examined.
- Ms. Collier said the strategic plan was two years old and meaningless; she suggested hiring someone or reaching out to Angie to help them through this; Chairman Fanning will reach out to her and see if she is available for the next board meeting.
- Mr. Nelson apologized for not answering Dr. Varona’s question about the financial aid; he said it was a matter of priorities and it will take a while for FTSE averages; he elaborated; he said financial aid and full-time faculty would be at the top of the list.

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

- Mr. Nelson covered this item due to Dr. Phillips attending another state meeting.

G. SCCPCCD Board Monthly Meetings

- Chairman Fanning proposed keeping the meetings on the 4th Wednesday of the month at 3pm.
- Dr. Varona concurred with Chairman Fanning.
- Ms. Collier said to choose a time and not change it, saying she received a lot of complaints from her constituents about moving the meeting dates and times; she said that if there is a member unable to attend, to join via Zoom; she added that they needed consistency if they wanted to be taken seriously.
- Dr. Varona said it will stay as is until another election comes along.
- Dr. Meixell and Mr. Lucero concurred.

Chairman Fanning entertained a motion to move the meetings permanently to the 4th Wednesday of the month at 3:00 p.m. Dr. Varona motioned to move the meetings to the 4th Wednesday of the month at 3:00 p.m., seconded by Dr. Meixell. Motion carried unanimously, 5-0.

<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
Mr. John Fanning	X		
Mr. Greg Lucero	X		
Dr. Marcelino Varona, Jr.	X		
Ms. Liz Collier	X		
Dr. Angela Meixell	X		

**H. Santa Cruz County School Superintendent and SCCPCCD IGA
(Presentation of IGA for 1-yr approval (Oct 2022 – Sep 2023))**

- Dr. Varona stated that when they receive information, it should be highlighted indicating the changes made; he needs to know what he is voting on.
- Mrs. Tavera updated the Board on the IGA, for the CREO and Imagination Center.
- Mr. Pauole said he did not see this as a legal issue and that as a Board, they had the discretion about cleaning fees or not; it should be reflected that way on the IGA.

- Dr. Varona suggested that the IGA should stay as is and send a letter to the School Superintendent saying that if he would like to renew this agreement beyond September 30, 2023, starting October 1st, there will be a cleaning fee for both rooms (CREO and Imagination Room); Chairman Fanning clarified the agreement; Dr. Varona said to leave agreement as is and charge a nominal fee; Dr. Varona motioned to approve Amendment No. 1 in reference to the Intergovernmental Agreement between Santa Cruz County on behalf of the Santa Cruz School Superintendent that the SCCPCCD, as presented and approved by Mr. Pauole, Community College District Attorney and by Mrs. Georgina Tavera. Motion was seconded by Mr. Lucero. Discussion: Dr. Varona asked for clarification on Contract No. 1 and Amendment No. 1. Mr. Pauole clarified and said to use the name of the document. Motion carried unanimously, 5-0.

<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
Mr. John Fanning	X		
Mr. Greg Lucero	X		
Dr. Marcelino Varona, Jr.	X		
Ms. Liz Collier	X		
Dr. Angela Meixell	X		

I. Revise Staff Leave Policy

- Dr. Angela Meixell apologized for not highlighting the changes; this document had very little change; she read the bottom of the second page and added that Mr. Pauole had reviewed and approved said changes; her recommendation was to approve.
- Dr. Varona thanked Dr. Meixell for taking the time for doing this.
- Mr. Pauole agreed with all changes and met all legal standards.

Dr. Varona motioned to approve the changes read by Dr. Meixell on 2.5 paid time off, PTO, bullets 7 and 8 as presented and recommended by Dr. Meixell. Motion was seconded by Mr. Lucero. Motion carried unanimously, 5-0.

<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
Mr. John Fanning	X		
Mr. Greg Lucero	X		
Dr. Marcelino Varona, Jr.	X		
Ms. Liz Collier	X		
Dr. Angela Meixell	X		

J. EXECUTIVE SESSION – New contract and compensation for Mrs. Georgina Tavera, Finance and Operations Manager

Chairman Fanning read the legal statement moving into Executive Session to discuss salary and compensation for Mrs. Georgina Tavera and consult Attorney for legal advice.

Dr. Varona motioned to convene to Executive Session, seconded by Ms. Collier. Motion carried unanimously, 5-0. Executive Session convened at approximately 4:23 p.m.

<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
Mr. John Fanning	X		
Mr. Greg Lucero	X		
Dr. Marcelino Varona, Jr.	X		
Ms. Liz Collier	X		
Dr. Angela Meixell	X		

Chairman Fanning entertained a motion to reconvene to Regular Session. Dr. Varona motioned to reconvene to Regular Session, seconded by Ms. Collier. Motion carried unanimously, 5-0.

<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
Mr. John Fanning	X		
Mr. Greg Lucero	X		
Dr. Marcelino Varona, Jr.	X		

Ms. Liz Collier	X		
Dr. Angela Meixell	X		

K. EXECUTIVE SESSION – Discussion to accept the new contract for Mrs. Georgina Tavera, Finance and Operations Manager.

Dr. Meixell motioned to approve the new contract for Mrs. Georgina Tavera, effective January 1, 2023 to December 31, 2023, with a salary of \$85,000. Motion was seconded by Dr. Varona.

Discussion: Dr. Meixell said they have been very happy with Mrs. Tavera with her work and her positive attitude; Dr. Varona said she has been very professional with him, and everything related to the college, doing a marvelous job. He also thanked Dr. Meixell for her evaluation and concurred with the recommendation; Mr. Lucero echoed Dr. Varona and thanked Dr. Meixell for everything she has done and should be recognized for all of her great work; Ms. Collier thanked Dr. Meixell for doing an excellent job and Mrs. Tavera for all of her extra work; Chairman Fanning thanked Dr. Meixell for all of her work and added that Mrs. Tavera has been very easy to work with and is very knowledgeable; she has gone above and beyond with everything we have asked for. Motion carried unanimously, 5-0.

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

3. APPROVAL OF MINUTES

A. Approval of the Minutes

Chairman Fanning entertained a motion to approve the minutes of the Regular Board Meeting held on November 15, 2022, as presented. Ms. Collier motioned to approve the minutes as presented, seconded by Dr. Meixell. Motion carried unanimously, 5-0.

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

B. Future Meeting Agenda Items

- a. Dr. Varona asked to list possible retreat dates and would like to start working on the budget.
- b. Mr. Lucero asked a meeting with the County School Superintendent regarding Adult Ed and get clarity on the path forward with Adult Ed (continue to maintain? Are we taking over?) Also, follow up on a retreat for a strategic plan; he elaborated on South32 Workforce Development; also opportunities with reaching out to maquilas and training opportunities; opportunity on marketing and looking at a social media presence, could this be a class?
- c. Ms. Collier said the retreat was a good idea; Mr. Fanning will reach out to Angie; she agreed with marketing, too, and willing to work with solutions for the website.
- d. Chairman Fanning stated that between now and next board meeting to look at the website and come out with some ideas; he added that recognizing some of our teachers and staffing, sometime in the future, perhaps in March and thanking them for all they do.
- e. Ms. Collier asked if we are allowed \$100 driving bonus for teachers to come and teach a class; Mr. Nelson said it was a great idea, but it was not possible.

C. Future Meeting Date

- a. Dr. Varona informed the Board that at the next meeting, he had a planning and zoning meeting but will skip it; he added that he will have to leave the meeting early due to being a judge for the International Baccalaureate.

4. EXECUTIVE SESSION ITEMS

- Nothing was mentioned.

5. ADJOURNMENT

Chairman Fanning entertained a motion to adjourn the meeting. Dr. Meixell motioned to adjourn the Regular Board Meeting of January 25, 2023, seconded by Ms. Collier. Motion carried unanimously, 5-0.

<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
Mr. John Fanning	X		
Mr. Greg Lucero	X		
Dr. Marcelino Varona, Jr.	X		
Ms. Liz Collier	X		
Dr. Angela Meixell	X		

Having no further business to discuss, Chairman Fanning adjourned the meeting at 6:30 p.m.

Minutes presented respectfully by:

Ms. Liz Collier
SCCPCCD Board Member