



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

Regular Board Minutes

TUESDAY, FEBRUARY 9, 2021

Santa Cruz Center
2020 North Grand Avenue
Nogales, AZ 85621

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 5:00 p.m. by Dr. Angela Meixell, Chairperson.

Pledge of Allegiance:

Dr. Marcelino Varona, Board Member, led the Pledge of Allegiance.

Roll Call / In Attendance:

Present at the meeting were – Dr. Angela Meixell- Chairperson, Ms. Liz Collier-Vice Chairperson, Dr. Marcelino Varona, Jr.-Board Member, Mr. John Fanning- Board Member, Dr. Stella Perez- Executive Director/CEO, Ms. Georgina Tavera- Finance Manager, Mr. Ted Roush, and Mr. Brian Nelson, Mr. Nils Urman-Board Member, and Mr. Dave Pauole, Legal Counsel, joined the meeting telephonically.

Swear – In:

Dr. Marcelino Varona, Jr. was sworn in by Dr. Angela Meixell- Chairperson.

- Adoption of the Agenda

Ms. Collier motioned to adopt the February 9, 2021 SCCPCCD Regular Governing Board Meeting Agenda as presented. This motion was seconded by Mr. Fanning. 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. John Fanning | X | | |

- Public Comment – Call to the Audience
 - No one addressed the Board

2. STANDING REPORTS & ACTION ITEMS

A. Financial Report

- Ms. Georgina Tavera, Finance Manager, presented the Monthly Financial Reports for November 2020, December 2020, and January 2021.
- The non-recurring items mentioned were:
 - November: Nickel’s, ASBA, AC Maintenance, Santa Cruz Property Taxes
 - December: Walmart, Amazon, U of A Rent, Santa Cruz Property Taxes

- January: PCC Program, Rent for first 3 months
- On a side note, Ms. Tavera said no rent was paid for October, November, and December;
- Dr. Varona questioned the charges on AI's Carpet Cleaning due to the site being closed; his understanding was that everyone was working from home and felt the payment amount should have been revised and the contract reviewed;
- Ms. Tavera said the employee continued to work the same number of hours, with Dr. Perez sharing that during the Santa Cruz Center remodel, ATI workers were onsite--using bathroom and lounge facilities; Alex Alvarez (SCCPCCD Maintenance & Security Coordinator) was onsite for opening/closing & facility support; and there was need to ensure dust control was at a minimum for the computer labs, technology, and IT Room.
- Ms. Collier said keeping this place clean due to the construction made sense and glad they kept on top of it;
- Dr. Varona said this was “preposterous and it was unsafe and dangerous; nobody should have been allowed in the building”;
- Mr. Fanning said he understood the different types of cleaning needed during remodels, and it may have not been the typical cleaning, but being different didn't mean it was any less necessary.

B. Chairperson of the Governing Board

- Dr. Angela Meixell shared the following:
 - She had two telephone calls with the Chairman of the Board of Pima Community College and he will be bringing a proposal for the March meeting; this will be the process for a revision on the existing PCC_SCCPCCD IGA and plan a new 5yr contract (6-month process);

C. Members of the Governing Board

- Mr. Fanning thanked the Board for welcoming him;
- Dr. Varona made the clarification that they did meet in November;

D. CEO's Update -

Dr. Perez welcomed Mr. Fanning and provided the following CEO update for 2021 to the Santa Cruz Center (SCC):

Goal 1. Facilities—

- From the water break on June 28, 2020 at the Santa Cruz Center, on Friday, January 29, 2021, the PCC Maintenance & Security Team toured the Santa Cruz Center to ensure the facility met all PCC standards for student occupation and CDC compliance following the June 28, 2020 water break. We received formal notification from the PCC Vice-Chancellor for M&S that the “site visit went well” and all PCC standards and protocols have been met. There were questions raised regarding the concrete flooring with chips and significant cracks—these were not part of the water break—and raised safety questions.
- The ATI Renovation Team with Mr. Panousopoulos and Mr. Flores met at the Santa Cruz Center for a final walkthrough and inspection to ensure all safety standards, state and health certifications had been met, and to review remodel quality specifications with Dr. Perez and Alex Alvarez. The facility meets all ADEQ—AZ Dept. of Environmental Quality—Asbestos—NESHAP—National Emission Standards for Hazardous Air Pollutants Regulation Reports for schools, students, and organizations. All certifications are on file in the Santa Cruz Center office with the building lease documents.

Goal 2. Budget—

- On Budget Updates, Ms. Tavera has shared the November and December 2020, and Jan. 2021 Monthly Financial Reports for Board review.
- They finalized documentation and reviewed of PCC summer 2020 invoices for payment.
- They are also in the middle processes of information and document exchange of the SCCPCCD 2020 Auditing.

Goal 3. Programs—

- SCCPCCD continues to support local Continuing Education needs and requests. The Nogales Fire Department (NFD) will begin their EMT & Fire Science Training as part of continuing education, with NFD Instructors on February 24, 2021, preparing local recruits for state certification testing. Initially, they will be using the SCC Facilities—1 classroom and a computer lab for a 6-month period
- Also, due to demand, SCC will be offering a 4-week Microsoft Word/Excel Workshop—from Feb. 22- March 17. The workshop training is a beginning session to initiate applications and document development. The ‘face-2-face’ -hands on training (adhering to CDC & social distancing guidelines) will follow the curriculum format much like the ‘Grow with Google’ workshops. There is a \$100.00 registration fee, and we currently have 6 participants. Well received program from the community

Goal 4. Personnel—

- With occupancy clearance for the Santa Cruz Center, the SCC Team has started 8-5 office hours as they set up the replacement of office and classroom furniture, computer lab set up, material replacement and room set up, as storage room move-in takes place. PCC and external community meetings continue to be held via Zoom Meetings, and remote access and operations continue for SCC Staff.

Goal 5. External Funding & Grants— (At this time there are no updates to share)

Goal 6. Marketing—

- Following the departure of SCC Engagement Coordinator, the Nogales Chamber of Commerce offered social media support, through their contract provider, to the SCCPCCD as part of the upgraded membership for 3 consecutive months. The outcomes of this 90-day marketing, branding, and SCC enhanced messaging brought us **2,287 new Twitter followers, 754 new Facebook views, and 628 Instagram posts**, to the Santa Cruz Center social media outreach and services. Pending any outreach and engagement staff hiring, we will continue these services on a contract basis. She asked to please join the Santa Cruz Center marketing messages and views @ #santacentercenter – and look at the new social media branding;

Goal 7. Government Relations & New Board Member Updates—

- On February 5, 2021, SCCPCCD and PCC held a Legislative Video Conference Call (Mr. Lunsford, Dr. Lopez, and Dr. Perez were part of the call) to review the SCCPCCD 20-21 Legislative Priorities—as per the survey/poll included in your packets—and to review PCC 2021 Legislative Priorities. It was a very positive

meeting, with meaningful and collaborative outcomes, and the Summary Notes have been reviewed with the Board Chair and Vice-Chair.

- Dr. Perez asked Mr. Jack Lunsford, SCCPCCD Lobbyist to provide brief information; Mr. Lunsford agreed that this was a positive meeting and commented on the definitions and direction of the aligned priorities; the bill is currently in the legislature awaiting hearing and will benefit all of the districts, including the two Provisionals; they were supportive of our efforts for workforce development; he is confident that we are not going to do anything that will adversely affect their revenue from any of their sources; he added that in general terms, the other 3-4 items that were on their priority list, we felt we could support; they were clear about their opposition to the 4-year degrees for colleges (direction of AZ4); another program that he had not been tracking for continuing high school program education for good will—he agreed;

Goal 8. Future Accreditation & Provisional Status—Goal 9. Five Year Future—

- The draft ‘*Summary of PCC & Its Relationship with Santa Cruz County Provisional Community District*’, was tabled as an agenda topic for this meeting, and the summary comprised by Dr. Homero Lopez and Dr. Perez from the November. 2020 Fall Board Retreat is included in your Board Packet. We are prepared for document review, input, feedback, and further discussion by the SCCPCCD Board. Sent earlier to all;
 - This concluded her report; the floor was open for questions or concerns;
- Dr. Varona asked when was the Board receiving a final copy of the Solinski report; Dr. Perez did not have any information on the final report yet but will ask and include it on a future agenda;
- Dr. Varona also asked about the concrete flooring and said it needed to be addressed sooner than later due to not having any students at this time; he added it needed to be completed right away and said the students should look at our facility being nice, attractive, and clean; he also added that anything that comes up and needs to be addressed, it should be shared with everyone on the board;
- Ms. Collier asked about the quote for the concrete flooring; Dr. Perez said three bids were submitted;
- Mr. Fanning asked about the time frame of when it will be completed; Dr. Perez will gather more concrete information
- Dr. Varona commented on the “we are poor” comment made by Ms. Collier saying we were *not* poor; we made a good rental contract and saved \$75,000; Ms. Collier agreed;

E. PCC-Santa Cruz Center Report

Mr. Brian Nelson shared his detailed spreadsheet and reported the following:

- His presentation covered the FTSE enrollment from Fall 2017 to Fall 2020; he covered the gains in enrollment and headcount; he also informed the Board about the plans about:
 - Spring 2021 Recruitment
 - Analysis
 - Ramping up for Fall 2021

- Dr. Varona asked if there was a correlation from the data of 2020 for fall and spring, during that same time period and also said to make sure the data interpretation matched with PIMA; Mr. Nelson explained;
- Dr. Varona agreed their outreach was appreciated; he asked what the Chancellor had decided in allowing them to come to the classroom, continue with protocols or a combination of both;
- Dr. Varona asked if the counselors had been made available to students regarding these programs; how have they been implanted? (Solinski report highlighting the value of the recommendation made for tutors); Is there anything happening for fall or spring? Dr. Lopez explained;
- Both Mr. Nelson and Dr. Lopez agreed with the Solinski report;
- Mr. Roush said PCC needed to continue to look at what is happening across the nation; leaning towards about 30% rejection; this means taking on different stance and this is being studied very hard; he admired the leadership; the emphasis will be towards bringing students on campus who have the greatest needs and those in the developmental education classes;
- Dr. Varona asked if the students in Tucson will continue to take classes on campus. He also shared his concern about the Solinski report comments regarding local high school graduates in Santa Cruz County not being academically prepared to come into a community college;
- Mr. Roush asked Dr. Varona to provide him with more of what he would like to be included in the presentation he requested;
- Mr. Urman asked about the Pima report and requested clarification on what precipitated the request and the purpose of the Solinski report; he added that most of the information was anecdotal and all narrative was not based on data or fact;
- Mr. Roush did not feel properly prepared at this time or be the person to provide him with an answer; Mr. Roush will request a statement from the Chancellor and bring back to the Board;
- Dr. Meixell asked if there will be a final report;

F. Attorney General OML Investigation –

- Mr. Dave Pauole, SCCPCCD Legal Counsel, summarized the Attorney General’s Investigation of OML complaint;
 - The Attorney General opened an investigation between emails sent by a Board Member in August having to do with a matter of college business and copied all other Board Members;
 - It was looked into and was determined that it was in fact a violation of the open meeting law; Mr. Pauole shared a copy with all Board Members of the letter outlining the findings;
 - The Attorney General concluded that this violation was “de-minimus” due to them only noting the violation but not ordering any particular remedy;
 - Mr. Pauole highlighted that this was an issue that Board Members needed to be careful about, regarding their use of technology, emails, texting; as Board Members, they should not copy other members with these types of electronic messages when the content of the message with college related items of business; it should be reserved for a properly noticed meeting with a properly noticed agenda item with a proper format;

- Dr. Varona asked Mr. Pauole if he had presented numerous educational law sessions at the Arizona School Board Association Law Conference, and also presented on the Open Meeting Law; he said the Board needs to get involved with these types of professional resources and suggested having a mini-session with Mr. Pauole; he also mentioned that during his five years as a Board Member, Mr. Pauole had participated on all of the board meetings and felt it was extremely important that he was part of all of the board meetings; he hoped we go back to this practice and have everything under his guidance; Dr. Varona asked Dr. Perez to make sure all Board Members attend the Arizona Law Conference (1st week in September);
- Mr. Pauole also mentioned that due to this time of the year with new Board Members taking seats, ASBA offers trainings specific to the Open Meeting Law; there might be a recorded version available;
- Dr. Varona requested to add Mr. Pauole attendance to all SCCPCCD agenda;

G. SCCPCCD Discussion of PCC-SCC Solinski Report

Dr. Varona motioned to table Item G, SCCPCCD Discussion of PCC-SCC Solinski Report, 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. John Fanning | X | | |

H. SCCPCCD CEO/Executive Director IT Upgrade

Dr. Varona informed the Board that Dr. Perez at times communicated with him through her personal email and questioned her about it; she explained that SCCPCCD has a firewall and, working remotely, she needed IT clearance to allow her to access SCCPCCD servers and the santacruzcenter.org-- and access to use this email; he then suggested having this as an action item for the Board to review;

Dr. Varona motioned to authorize allow the SCCPCCD IT Consultant to install the Virtual Private Network (VPT) at Dr. Perez' home, 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. John Fanning | X | | |

I. SCCPCCD Board Meeting Monthly Day/Date Change

Dr. Varona shared his concern about making sure everyone is available and not have a conflict with Mr. Fanning's athletic schedule; Mr. Fanning said as the Athletic Director, he had a very supportive team at the high school and was certain this day would work; his concern was that there are times where he has to present Athletics data at the Board meeting on the second Tuesday; the third Thursday will work great;

Dr. Varona motioned to move the SCCPCCD Board monthly meetings, effective in March, to the 3rd Tuesday of the month to accommodate all SCCPCCD Board members, seconded by Ms. Collier. Motion carried unanimously, 5-0.

| <i>NAME</i> | <i>AYE</i> | <i>NAY</i> | <i>ABSTAIN</i> |
|---------------------------|------------|------------|----------------|
| Dr. Angela Meixell | X | | |
| Ms. Liz Collier | X | | |
| Dr. Marcelino Varona, Jr. | X | | |
| Mr. Nils Urman | X | | |
| Mr. John Fanning | X | | |

3. APPROVAL OF MINUTES

A. *Approval of Minutes for the Regular Board Meetings held on November 2020*

Mr. Fanning motioned to approve the minutes of the Regular Board Meeting held on November 10, 2020 as presented, seconded by Dr. Varona. Motion carried unanimously, 5-0.

| <i>NAME</i> | <i>AYE</i> | <i>NAY</i> | <i>ABSTAIN</i> |
|---------------------------|------------|------------|----------------|
| Dr. Angela Meixell | X | | |
| Ms. Liz Collier | X | | |
| Dr. Marcelino Varona, Jr. | X | | |
| Mr. Nils Urman | X | | |
| Mr. John Fanning | X | | |

4. SCCPCCD EXECUTIVE SESSIONS

A. *Executive Session for Discussion or Consultation for Legal Advice with SCCPCCD's attorney regarding CEO/Director. A.R.S. § 38-431.0 (A)(3)*

B. *Executive Session for discussion or consideration of CEO/Executive Director's employment, performance, and contract. A.R.S. § 38-431-.03(A)(1)*

Note: Dr. Varona informed Mr. Pauole that the purpose of him requesting these items on the agenda was to discuss the contract openly, as an open meeting; Mr. Pauole said the agenda could continue as is without a motion to convene to executive session;

- Mr. Pauole said the current contract for the Executive Director was entered in 2019 with a commencement date of July 2019, as a 3-year contract with an expiration date of June 30, 2022. The other significant date was March 1, 2022, paragraph 6.2, saying that as you approach the end of the 3-year contract, if nonrenewal is up for consideration, the Board must provide a written notice and have a meeting before March 1, 2022 to make a decision;
- Dr. Varona wanted to inform the new Board Member of the contract; he also asked everyone to return the contract to Dr. Perez;
- Dr. Varona asked Dr. Perez if there was anything under policies about protocols for evaluations so that the entire board is involved; he asked for a sample policy for the next meeting;
- Dr. Perez asked for clarification on the process involved for her evaluation because in the past, only two board members had completed her evaluation; therefore, the process *is* changing having all five members evaluate her;

5. RECONVENE TO SCCPCCD FEBRUARY 2021 REGULAR BOARD MEETING (not applied)

A. Future MEETING Dates and Sites

- March 16, 2021: Regular Board Meeting @ 5:00 p.m.
 - Location: Santa Cruz Center / In person, with option of being on-line;

B. Future AGENDA Dates and Items

- Dr. Varona requested to have the attorney present at all meetings;
- Dr. Varona asked to have Mr. Roush go over the 'Arizona County Community College District and Colleges of Qualifying Indian Tribes--Full Time Equivalent Student Enrollment Report' ending June 30, 2020; Dr. Perez has a copy;
- Ms. Collier asked to have the accreditation discussion during a Spring Board retreat as it will be lengthy (April 2021); Dr. Varona concurred;
- Dr. Meixell will add Spring Board Retreat as a discussion item in March 2021;
- Dr. Meixell said Pima Community College will be sending an IGA proposal in March for revising the PCC_SCC relationship and possibly making a presentation;
- Mr. Urman asked for a report on the SCC Educational Foundation to include activities, fundraising, and all scholarships offered;
- Mr. Urman asked to see a report from the University of Arizona of the activities involving Santa Cruz Center, over a two-year period;

6. ADJOURNMENT

Ms. Collier and Mr. Urman motioned to adjourn the Regular Board Meeting, seconded by Mr. Fanning. Motion carried unanimously, 5-0.

| <i>NAME</i> | <i>AYE</i> | <i>NAY</i> | <i>ABSTAIN</i> |
|---------------------------|------------|------------|----------------|
| Dr. Angela Meixell | X | | |
| Ms. Liz Collier | X | | |
| Dr. Marcelino Varona, Jr. | X | | |
| Mr. Nils Urman | X | | |
| Mr. John Fanning | X | | |

Having no further business to discuss, Dr. Meixell adjourned the meeting at 6:35 p.m.

Minutes presented respectfully by:

Dr. Stella Perez,
SCCPCCD Executive Director/CEO

Ms. Liz Collier,
SCCPCCD Vice – Chairperson