



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

*Regular Board Minutes*

**Tuesday, February 11, 2020**

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

**1. GENERAL FUNCTIONS**

1.01 *Call to Order:*

A Regular Public Meeting of the Santa Cruz County Provisional Community College District Governing Board was called to order at 5:08 p.m. by Dr. Angela Meixell, Chairperson.

1.02 *Pledge of Allegiance:*

Mr. Victor Fontes led the Pledge of Allegiance.

*In Attendance:*

Present at the meeting were - Dr. Angela Meixell- Chairperson, Ms. Liz Collier, Dr. Marcelino Varona Jr., Mr. Victor Fontes, 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 Coordinator.

1.03 *Adoption of the Agenda*

Mr. Fontes motioned to adopt the February 11, 2020 SCCPCCD Governing Board Meeting Agenda as presented, seconded by Dr. Meixell. 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.	X		
Mr. Nils Urman	Absent		
Mr. Victor Fontes	X		

1.04 *Public Comment – Call to the Audience*

No one addressed the Governing Board.

1.05 **STANDING REPORTS**

**INFORMATION**

1.05.1 *SCCPCCD Finance Manager*

*Financial Report and Update*

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

- The major expense for \$75,000 was made to Nogales Property for the building lease for January, February, and March (prepaid);
- She pointed out the plus and minus transaction of \$5,000 made due to the donation to the SCC Educational Foundation; this was an “in and out” transaction;

- Per the Board's request, Ms. Tavera made an adjustment on the financial report representing the savings and checking account bank balances;
- Dr. Varona asked for clarification regarding the different amounts on the checks given to vendor Rio Rico Sheet Metal; Ms. Tavera explained these were made to cover electricity for the internet for the new computer lab; she added that Alex Alvarez provided three separate quotes from different vendors before hiring someone. Dr. Varona also asked if purchase orders were being issued to vendors and Ms. Tavera said no; he reminded Dr. Perez about following protocol and issuing purchase orders to every vendor;
- Dr. Varona requested to include this as a future agenda topic for discussion to see the progress in the use of SCC purchase orders.

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

- Dr. Angela Mexiell reported that on February 5<sup>th</sup>, Dr. Perez, Ms. Collier, Mr. Lunsford, and herself visited with seven Legislators to discuss House Bill HB2390 that would give us the same base funding of Prop 301 funds that all AZ Community Colleges receive; she added that most of the Legislators they met with were very supportive;
- Mr. Lunsford joined the meeting telephonically, sharing an update of where we stand with HB2390; he spoke with the legislators that the SCC Team were not able to visit with on 2/5/2020 and picked up one more vote in SCC's favor; he said that as of yesterday, the Bill had not been on the calendar/agenda and needed to be on the education committee agenda by next Monday, 2/17/2020;
- Mr. Lunsford explained Ms. Udall's negative reaction and her explanation; she favored the tiered funding approach claiming it was a better model. Mr. Lunsford encouraged her to pass and move HB2390 forward, in the name of equity, and let it work through the process addressing conflicts at a later and appropriate time; the agenda was not posted yet and said he will know by Thursday, 2/13/2020 at 5:00 p.m.;
- He reinforced the importance of Dr. Mexiell and Ms. Collier being present with elected officials, and thanked them for taking their time to join him & Dr. Perez at the State Capitol, and for their support of the SCCPCCD legislative agenda;
- Dr. Varona made a point of order asking to check with the attorney regarding "handing off" the report to someone else and not being reported by the Chairperson. He wanted to make sure the Open Meeting Law was not being violated;
- Dr. Mexiell commented that the Legislators they met with were both Republicans and Democrats, and shared that most of them were supportive.

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

- Dr. Varona attended a special event at the University of Arizona main library special collections celebrating Governor Raul Castro; his donated artifacts and memorabilia were on display; the University of Arizona International Border Issues will be opening up at Governor Castro's local home, that was donated and is now owned by the U of A, and they will start remodeling soon; he added that it was a very nice ceremony. He concluded by suggesting that the U of A and students coordinate the use of the facility and noted it is a wonderful addition to our community;
- Ms. Collier reiterated the 3<sup>rd</sup> Annual SCCPCCD/PCC Chancellor's Luncheon, hosted by South32, was a good and busy day, "very fruitful and hopeful";

- Mr. Fontes shared that as a follow-up he was having a ‘small get together’ with the PCC Chancellor and inviting a Marine Korean War Veteran from Nogales. He noted that he would make any further arrangements;
- Dr. Mexiell thanked the SCC Staff for the SCCPCCD/PCC Chancellor’s Luncheon and for doing a wonderful job; it went very well and was an excellent educational event.

#### 1.05.4 CEO’s Update

Dr. Perez provided a CEO update for February 2020 on the Santa Cruz Center facilities:

- The updated video cameras and monitors offer a full building view; she mentioned that there has been within the full range of the educational center two car vandalisms and one car theft from the parking lot. In the future, she suggested considering some ideas to ramp up security beyond video cameras; she added that police visited the SCC twice in January 2020 to use the SCC video cameras to review video tape of potential perpetrators; she thanked Jose Corrales for the installation of the cameras and Alex Alvarez. She thanked the SCCPCCD Board for their support with the security upgrades, but suggested having a conversation about adding in updates as future budget items;
- On January 16<sup>th</sup>, the SCC staff successfully completed CPR certification training offered by the Nogales Fire Department. Also, the CPR equipment was reviewed and inspected for quality assurance and is all up to date;
- The wall restructure, re-ventilation and reorganization of the chemical storage for the SCC Biology Lab is complete; we are currently waiting on Pima Community College M&S (Maintenance and Security) for final review and inspection. Dr. Perez thanked Mr. Brian Nelson for being in contact with PCC/M&S for inspection. We are currently waiting to hear from them on final approval;
- On the budget, Ms. Tavera has made all the changes requested by the Board and said she will work closely with Dr. Perez on a draft. She added that student support is currently being used for a lot of the financial updates and requirements being made. She thanked the Board for their patience and also Ms. Tavera for her work and for starting to work on the 2020-2021 preliminary draft model for the budget;
- The PCC and SCC team have initiated discussion in preparation for the Summer 2020 PCC Courses; Mr. Nelson has offered a vision for the Fall 2020 Programs at the SCC. Mr. Nelson will share with the Board a very limited summer course scheduling;
- Dr. Perez introduced and welcomed Mr. Ted Roush, Campus Vice President, from PCC East Campus and thanked him for being part of the February 2020 Board meeting and for all of his support to the Santa Cruz Center;
- Dr. Perez shared an invitation provided by the Chairperson of the Pima Community College Gala Foundation to purchase a table; this event is scheduled on April 9, 2020 at The Westin La Paloma Resort; she pointed out that this is in honor to celebrate 50 years of excellence and that 50% of the \$2,500 Sponsorship goes to the *Earn to Learn Scholarships*; a number of SCC students have received this Scholarship in the past (\$1,400 each); she recommended attending this event and recommended that out of the 10 available seats, at least three students should attend; she will draft an attendee list for this Gala Event that will include Mr. Nelson, the SCC Faculty and Board Members; with more information to follow;
- Moving forward, Dr. Perez shared that the *Grow with Google* Grant was slow moving on registration, but have received a total of 20 registrants for the Applied Basic Digital Skills Workshop being hosted on Thursday, 2/13/2020. The first workshop was held in English and a number of people have signed up for the Spanish workshop as well; she also informed the Board about requesting to extend the deadline of March 31<sup>st</sup> to be

- able to recruit 100 participants and was approved due to our strong relationship with LULAC Leadership; they said to “continue moving forward and not give up”;
- Dr. Perez informed the Board about continuing to work with the School Superintendent’s Office and Ms. Sandra Davila on the Gear-Up Grant; it is going strong and is moving forward very well;
  - The Santa Cruz Center Educational Foundation, student scholarship application deadline, closes *Friday, February 14, 2020*;
  - She asked the Board to schedule in their calendars the Education Award Ceremony being hosted by SCC to be held on *Friday, February 28, 2020*; more information will follow as we know more on the scholarship recipients;
  - On the marketing front, Dr. Perez said it was a very busy January with marketing and promotion; on January 16, 2020, Ms. Christie Monreal participated in the Rio Rico High School FAFSA Workshop;
  - Dr. Perez thanked the Board Members and the PCC Staff for the *Board-to-Board* meeting and luncheon, noting the event went very well; she also received very positive feedback from PCC and especially related to the *Student Forum Presentation*;
  - On January 21, 2020, SCC hosted the College and Career Fair at Wade Carpenter Middle School (WCMS) and also hosted the FAFSA Fair at the Nogales High School on January 29, 2020;

#### 1.05.5 *PCC Update*

- Mr. Brian Nelson, PCC Advanced Program Manager provided updates for the Spring.
  - Enrollment is strong: 724 enrollees reported on the first day of classes (48% up from last semester);
  - Good News: CIMA Grant, Title V, is their last semester. The dollars available from this grant will be used to pay for Reading, Writing, and Math instructors to be tutors (approximately 7-8 tutors);
  - The Biology Lab is getting a lot of attention from Pima in Tucson; overall, “the facility is looking very sharp”;
  - Summer Classes: Last summer, there was a 70% commitment of interest level from students to take summer classes, but only 19 students showed up (7-9 classes were offered); Fall and Spring registrations are a good turnout but not Summer registrations; he suggested targeting EMT 110 (consider them teaching in the Nogales location) E-Math 142, Writing 101-102, Developmental Math; overall, students prefer to take classes on line;
  - Board members concurred with Mr. Nelson and agreed to looking at the classes Mr. Nelson recommended;
  - CNA has completed their training; it was a small group but all five completed the training in full; another cohort is scheduled in May;
  - Mr. Nelson is getting ready for fall scheduling; there are 10 classes being added per semester and for fall approximately 15 classes;
  - Dr. Perez informed the Board that regardless of the low PCC student numbers this summer, she will continue to host the Santa Cruz School Superintendent’s Summer Camps; four camps are on the books ready to be scheduled in addition to an Advanced Robotics (high school) hosted by the University of Arizona;
- Mr. Ted Roush was introduced as a guest by Mr. Nelson; he will be attending the Board Meetings regularly; he made a comment on summer scheduling saying there should be a level of concern instructionally about running classes that are too small and not being

effective; he added that the meeting between two boards took place and offered their support; he plans to attend the next board meeting scheduled on March 10, 2020 to talk more in depth and will be answering any questions or address any concerns;

- Dr. Varona commented that the purpose of the low enrollment was to make sure that students understand that they can come to this campus and get educated, and the amount of students enrolled should not be a factor to cancel classes, but he also understands their concern on low enrollment; Mr. Roush said the Deans would have a final word on the decision made;
- Dr. Varona also asked if there was any type of communication with CBP or Board Patrol about offering classes with them; Mr. Roush has already encouraged the Dean and the Director of that area and thinks we need to explore more; he will re-mention this to them again;

**2. APPROVAL OF MINUTES**

**ACTION**

*2.01 Acceptance of Minutes for the Regular Board Meeting, November 12, 2019*

Dr. Varona motioned to approve the minutes of the Regular Board Meeting of November 12, 2019 seconded by Ms. Collier. 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	Absent		
Mr. Victor Fontes	X		

*2.02 Acceptance of Minutes for Special Study Session, January 11, 2020*

Dr. Varona motioned to approve the minutes of the Special Study Session of January 11, 2020 seconded by Ms. Collier. 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	Absent		
Mr. Victor Fontes	X		

*2.03 Acceptance of Minutes for Regular Board meeting, January 14, 2020*

Dr. Varona motioned to approve the minutes of the Regular Board Meeting of January 14, 2020 seconded by Ms. Collier. 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	Absent		
Mr. Victor Fontes	X		

*2.04 Acceptance of Minutes for Special Study Session, January 17, 2020*

Dr. Varona motioned to approve the minutes of the Special Study Session of January 17, 2020 seconded by Ms. Collier. 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	Absent		
Mr. Victor Fontes	X		

**3. INFORMATION ITEMS**

**INFORMATION**

*3.01 Follow-Up and discussion of student needs for student center, student resource center, and library services.*

- Dr. Meixell asked Mr. Lopez for an update; she suggested having Pima bringing the bookstore down; she also suggested having a student survey about bookstore needs, student library services, and other resource needs; Mr. Lopez will address these concerns and Mr. Roush will see what might be possible; Ms. Collier said all the students want is a dedicated place to study and have access to online resources; she also suggested about adding it to the budget for next year; Mr. Varona agreed and most importantly is a student lounge and study area for a quiet time with internet available to them and this would be a good investment to do;
- Mr. Roush asked what type of questions would they want asked on the survey;
- Dr. Meixell proposed adding this to a future agenda as discussion;

**4. ACTION ITEMS**

**ACTION**

*4.01 Discussed and approved to appoint new Board Vice Chair for 2-Year Term*

Dr. Varona motioned to elect Ms. Liz Collier as the new Board Vice Chair for 2-year term; Mr. Fontes seconded this motion. 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	Absent		
Mr. Victor Fontes	X		

*4.02 Discussed and approved to register the SCCPCCD Board Members for the NALEO Conference on June 23-25, 2020 in Las Vegas, NV.*

Mr. Varona made a motion to approve the registration for the SCCPCCD Board Members to attend the NALEO Conference on June 23-25, 2020 in Las Vegas, NV, seconded by Mr. Fontes. 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	Absent		
Mr. Victor Fontes	X		

*4.03 Discussed and approved to terminate the Cochise College audit in accordance with A.R.S. Section 38-431 (A)(3).*

Ms. Collier made a motion to terminate the Cochise College audit in accordance with A.R.S. Section 38-431 (A)(3), seconded by Mr. Fontes. 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	Absent		
Mr. Victor Fontes	X		

4.04 Discussed and approved the reduction of 2018-2019 SCCPCCD Budgeted Expenditure of \$633,068 for the budget line ‘payments to Educational Provider’s’ to ‘Actual Expenditures’ of \$320,270 for that line item.

Dr. Varona made a motion to approve the reduction of 2018-2019 SCCPCCD Budgeted Expenditure of \$633,068 for the budget line ‘payments to Educational Provider’s’ to ‘Actual Expenditures’ of \$320,270 for that line item. This motion was seconded by Mr. Fontes. 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	Absent		
Mr. Victor Fontes	X		

4.05 Discussed and approved to budget \$100,000 for FY-20-21 for SCCPCCD Consultant Contracts at the most necessary, most efficient, and discretion of SCCPCCD CEO/Executive Director.

Ms. Collier made a motion to approve to budget \$100,000 for FY 20-21 for SCCPCCD Consultant Contracts at the most necessary, most efficient, and discretion of SCCPCCD CEO/Executive Director. This motion was seconded by Dr. Varona. *Note:* a discussion took place by Mr. Fontes asking for a breakdown on the consultant’s fees and if it was possible to eliminate one to have funds available in case of a need; he also requested for a summary of expenses; Dr. Perez explained the purpose and importance of hiring these consultants. Motion carried 3-0.

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

4.06 Discussion and possible action to adjourn to SCCPCCD Executive Session to discuss with consultation for legal advice from SCCPCCD attorney regarding Intergovernmental Agreement between SCCPCCD and PCC-March 1, 2018 in accordance with A.R.S. Section 38-431.03 (A)(3).

- Dr. Meixell motioned to move to Executive Session requesting the attendance of Mr. Lopez and Mr. Lunsford;
- Executive Session convened at 6:20 p.m.;
- Executive Session reconvened at 6:25 p.m. *Note:* attorney was unable to be reached at this time; Executive Session did not take place;
- Regular Public Session convened at 6:25 p.m.

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

- March 10, 2020 at 5:00 p.m.

**6. FUTURE AGENDA ITEMS** **INFORMATION**

- August 15, 2020: Potential SCCPCCD 2020 Summer Board Retreat.  
Location: Tubac, AZ
- Presentation on progress of Purchase Orders
- Discussion of security issues

**7. ADJOURNMENT**

Having no further business to discuss, Dr. Meixell motioned to adjourn the meeting at 6:29 p.m., 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.	X		
Mr. Nils Urman	Absent		
Mr. Victor Fontes	X		

Minutes presented respectfully by:

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Dr. Stella Perez,  
Executive Director/CEO

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Dr. Angela Meixell,  
SCCPCCD Chairperson