

**SANTA CRUZ COUNTY
PROVISIONAL COMMUNITY COLLEGE DISTRICT (SCCPCCD)
GOVERNING BOARD**

**Regular Board Meeting Minutes
WEDNESDAY, FEBRUARY 28, 2024**


2021 North Grand Avenue
Nogales, AZ 85621

1. OPENING ITEMS

A. Call to Order:

Mr. Greg Lucero, Chairperson, called a Regular Public Board Meeting of the Santa Cruz County Provisional Community College District (SCCPCCD) Board to order on Wednesday, February 28, 2024, at 3:00 p.m.

Pledge of Allegiance:

Mr. Nelson led the Pledge of Allegiance.

Roll Call / In Attendance:

Present at the meeting were Mr. Greg Lucero- Chairperson, Ms. Liz Collier- Vice-Chairperson, Dr. Marcelino Varona, Jr.- Board Member, Dr. Angela Meixell- Board Member, Mr. John Fanning- Board member, Mrs. Georgina Tavera- Finance Manager, and Mr. Brian Nelson. Mr. David Pauole, PCC District Attorney, and Ms. Libby Howell, Pima CC, joined virtually. Dr. Phillips was not in attendance due to being out of state;

B. Adoption of the Agenda

Chairperson Lucero clarified that before adopting the agenda, he wanted to discuss the Chamber of Commerce and outside memberships in a general manner, leaving it open for discussion. Dr. Meixell motioned to accept the adoption of the agenda of Wednesday, February 28, 2024, SCCPCCD Regular Governing Board Meeting as presented, seconded by Ms. Collier. Motion carried unanimously, 5-0.

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

C. Public Comment – Call to Audience

There was no Call to the Public.

2. STANDING REPORTS & ACTION ITEMS

A. Financials

Mrs. Tavera, Finance Manager, provided the following recap of the January 2024 Financials and the FY24-25 Budget Calendar.

- She explained that the \$5 million was included in this report as of the end of January, and \$4.5 million had already been transferred. The non-recurring items for January to March are as follows: lease expenses of \$84,000, lab monitors costing \$2,986, scheduling membership fee, EBay ceiling panels for \$683, and gas expenses of \$867. It should be noted that the gas expenses were included due to an increase, and after checking with Alex, a leak was found and has since been repaired.
- She shared a budget calendar to keep everyone informed about expenditure limitations. She also shared the good news that they could spend more than what was initially received. Additionally, she clarified that the first preliminary amount passed for \$2.9M was mistakenly not adjusted and had to be redone. Due to the FTSE increase of 215, the amount increased to \$3.2M. She explained the process and shared the spreadsheet she has been keeping since she started working.
- Dr. Varona asked for clarification on the transfer of funds and also on the \$11,000 spent on The Trust; Mrs. Tavera explained it was due mostly for legal fees and suggested bringing a breakdown next time. He also asked if any money was received from Prop301 and Stem (\$45K); Mrs. Tavera explained how she broke it up into sections;

B. Chairperson of the Governing Board

SCCPCCD Governing Board Chairperson will address any updates.

- Chairperson Lucero mentioned the recognition of Mr. Fanning’s brother and congratulated him and his family;
- He attended the Chamber Government Affairs meeting and updated them on Workforce Development; they held a Summit and a workgroup was created with different entities and had their first meeting

already; he talked about the establishment of an independent community college with plans to collaborate with other organizations and provide our own CTE/JTED job training programs; he elaborated;

- He also talked about the Pima College dual credit program and a presentation was made. He said it was very discouraging that Santa Cruz County's Workforce Development organization does not have one job training program within our county; he added that he had met with the CEO at Mariposa Clinic and Dr. Pereira asking them if they would be interested in starting a pilot program with jobs available and showed interest in supporting this program. He received approximately 40 job descriptions, sent them to the School Superintendent's Office and Superintendent Verdugo, and was suggested to bring the CTE Director; he also met with Dina Sanchez and wants to collaborate in this effort. He attended the Port Authority meeting and asked about the process of becoming a member of the organization representing education;
- Lastly, he talked about the SCC in partnership with the City of Tucson Pima County and the planning of the Federal Recompete grant; he explained how this grant worked; he said this was a great opportunity for us to put together a proposal and submit it to EDA to fund the program (due by end of March);
- Ms. Collier asked to include Patagonia; Chairperson Lucero already met with them and is on board; she also asked what support he needed to kick start the WIA into action; he suggested meeting with the Board of Supervisor Members and addressing the concerns or frustrations over the lack of activity;
- Dr. Varona asked for more clarification about the government grant and who will be writing it; Chairperson Lucero will meet with Mr. Nelson and create a plan to be able to meet the grant deadline;

C. Members of the Governing Board

- Mr. Fanning shared he was excited to be part of the Community College Chancellor Search Committee and were scheduled to meet on March 4th at noon; he added that Assistant Superintendent Brett Bonner at Sahuarita and he are part of the A+ School of Excellence judging. With this being said, he recognized Maria for her incredible work ethic, maintaining the college clean, and always having supplies available;
- Ms. Collier discussed the CNA situation saying the biggest problem was the younger employees tend to quit and the middle-aged people that are hired can't pass the exam due to the language barrier; the assisting living organization in Patagonia had to close due to a lack of CNA's; she said the Board had to listen to what Chairperson Lucero said and start working with the local health organizations;
- Dr. Meixell expressed her gratitude towards Chairperson Lucero for his dedication towards the CTE/JTED Programs and pledged her support to it;
- Dr. Varona thanked Chairperson Lucero for his report and emphasized the importance of sticking to the game plan, ensuring follow-up and moving forward;

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

Mr. Brian Nelson, Advanced Program Manager/PCC, briefly covered the Spring 2024 Schedule:

- During the meeting, he announced the upcoming third College Fair scheduled for March 20. He handed out copies of the flyer and shared that around 215 students attended the previous fair. This time, they are expecting approximately 300 students and are excited about the opportunity it will provide for high school students and the community. He also expressed gratitude towards the School Superintendent's Office for providing \$1,000 to cover the expense of buses. The big change was the Cybersecurity presentation with only two presentations versus 30-minute presentations; he invited the Board Members to attend;
- A lot of celebrations are scheduled leading up to the Pima graduation; he said May 30th was the scheduled Pima/SCCPCCD graduation ceremony date at NHS;
- During the recent board meeting, Mr. Nelson informed everyone about the possibility of a visit from the Higher Learning Commission (HLC) in the fall. He mentioned that a great group of administrators had come down for a meeting two weeks ago and another meeting is tentatively scheduled for March 15th, which will take place at this facility. Mr. Nelson emphasized the importance of consistency and said that IT's input is crucial. However, if IT is unable to participate, a virtual meeting may be held. Therefore, he urged IT to try their best to attend the meeting. During the visit, Mr. Nelson provided a checklist for the Pre-HLC audit, which was briefly reviewed. He suggested that adjustable desks be purchased for individuals with disabilities and that adjustable chairs be considered to meet ADE compliance. Overall, the visit was very positive, and Mr. Nelson and his team were pleased with everything they saw around campus. Dr. Varona said the concerns were minimal and was very happy about it. He concluded his presentation by sharing the student activities happening. He informed the Board that he will share the

internal outreach activities they are reviewing to enhance and increase student success at his next presentation;

- Dr. Varona asked him when he was planning on completing the fall course of study; he stated that he met with the NHS Head Chef and he showed interest in some type of introductory to culinary arts as we already have the kitchen; Mr. Nelson will investigate further; he said some class changes were coming in fall 2025 and look differently;
- Mr. Fanning asked Mr. Nelson if they could show up at the Fair at any time; he also asked what the reason for the lack of attendance from Rio Rico High School and what he could do to help; Mr. Nelson speculated it was the lack of the student permission slips;
- Dr. Meixell agreed with the purchase of desks;

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

Dr. Morgan Phillips, PCC Supervising Administrator, was not in attendance due to being out of state. Chairperson Lucero moved Item I next;

F. Cash Disbursements Policy Review

Dr. Angela Meixell informed Chairperson Lucero that items F and G were combined. She provided everyone with the Disbursement Policy and discussed assigning signature authority to Mrs. Tavera for certain financial transactions. The Board agreed to allow Mrs. Tavera as a signatory on the Chase accounts. The Board also agreed to allow her to represent them at the bank but only under specific conditions. Dr. Meixell made a motion to add Mrs. Georgina Tavera as a signatory on the Chase accounts and wire transfer capability, seconded by Vice-Chairperson Collier. Dr. Varona asked for clarification on the policy being approved; Dr. Meixell said it was Policy 4.9 and would be revised to require two signatures for checks and wire transfers. Mr. Pauole concurred. Motion carried unanimously, 5-0.

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

G. JP Morgan Chase Signature Authorization for Finance Manager

Dr. Meixell made a motion to add and authorize Mrs. Tavera, Finance Operations Manager, to become a signatory on the Chase accounts, seconded by Vice-Chairperson Collier. Motion passed unanimously 5-0.

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

H. Discuss SCCPCCD’s Strategic Action Plan

- Chairperson Lucero did not have any updates; he asked Mr. Fanning to continue working with a consultant as the intermediary as they move forward; Mr. Fanning will have a pre-meeting two weeks before the next scheduled meeting to ensure everything is in order;

I. Legislative Update on Bills Affecting Community Colleges

Ms. Libby Howell, PCC Executive Director, updated the Board on the latest Legislature and discussed the impact of the state budget deficit on the Legislature, primarily caused by the flat tax and the expansion of the voucher program. She also shared some updates on various bills (102 bills) such as guns on campus, diversity, equity/inclusion programs, dental assisting, reauthorization of the continuation of the AZ Commerce Authority; HB 2501 which allows counties to remove themselves from community college districts, specialty license plate to raise money for scholarships. Other bills she talked about were HB 2039 allowing provisional community colleges to choose their sponsor and the Federal bill to initiate a short-term Pell Grant. She stated that the biggest topic of conversation was the Budget Bill and being able to keep the Government open (she elaborated);

- Dr. Varona thanked Ms. Howell for her great report and said it was very helpful and refreshing; he asked her to provide information about a bill proposed by a representative from Fountain Hills that required a minimum voter turnout for community college elections of 25% or would be considered null/void; she will look into it and provide information. Secondly, Dr. Varona asked about the provisional community college bill and if it was moving along; Ms. Howell confirmed that the bill had passed the House and was part of tomorrow’s Senate of Education Committee agenda. He also asked her if she was aware of any future appropriations (like the \$200K) for the community college; Ms. Howell said there had not been any

discussions yet and agreed to provide regular updates to the Board in the future; Vice-Chairperson Collier thanked her for her thorough presentation;

J. Discussion on Becoming Members of Local Organizations

Chairperson Lucero requested that Mrs. Tavera gather more information about the guidelines to join the Port of Authority and Nogales Santa Cruz County Chamber of Commerce and organize a presentation for the Board. Dr. Varona mentioned the impact cost it will have on the budget. Mrs. Tavera will investigate branding and marketing with other organizations.

3. EXECUTIVE SESSION ITEMS

- No Executive Session took place.

4. APPROVAL OF MINUTES

A. Approval of the Minutes

Dr. Varona motioned to approve the minutes of the Regular Governing Board Meeting held on January 24, 2024, as presented, seconded by Dr. Meixell. Dr. Meixell noted a correction of the name at the end of the minutes. Motion carried unanimously with the correction, 5-0.

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

B. Future Meeting Agenda Items

- Dr. Varona suggested discussing the decision of whether to proceed with the lease agreement, which would cost \$1.5 - \$1.8 million in expenses, during the regular meeting or at the retreat. Chairperson Lucero suggested adding it to the next agenda and including it in the budget discussion. Should we continue with the expenditure or consider other alternatives? Dr. Varona addressed an anonymous letter that was shared by Mrs. Tavera. He expressed his disagreement with ignoring such letters and suggested that they should be discussed. He also asked for legal advice on how to handle the matter. Mr. Pauole stated that although there was a provision that personnel matters could be discussed during executive sessions, this particular case did not apply because the individual involved was not an employee. He proposed to discuss the matter in an executive session to receive legal advice. However, Dr. Varona preferred to respond collectively rather than going into an executive session. Finally, he asked to discuss potentially creating a study hall area within our campus or adjacent to the building;
- Dr. Meixell asked to add Performance Evaluations and Contracts; Mr. Fanning will review it and bring it back for the next meeting;
- Vice-Chairperson Collier asked to include the lease and furniture;

C. Future Meeting Dates

- March 27, 2024 9:00 a.m. – 12:00 p.m. - Retreat
- March 27, 2024 1:00 p.m. – Regular Governing Board Meeting

5. ADJOURNMENT

Mr. Fanning made a motion to adjourn, seconded by Dr. Meixell. Motion passed unanimously, 5-0.

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

Having no further business to discuss, Chairperson Lucero adjourned the meeting at approximately 4:25 p.m.

Minutes presented respectfully by:

Ms. Liz Collier
SCCPCCD Vice-Chairperson