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

Regular Board Meeting Minutes

TUESDAY, MARCH 15, 2022

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

1. OPENING ITEMS

A. Call to Order:

Dr. Marcelino Varona, Jr., Chair, called a Regular Public Board Meeting of the Santa Cruz County Provisional Community College District Governing Board to order on Tuesday, March 15, 2022, at 5:00 p.m.

Pledge of Allegiance:

Mr. Roush led the Pledge of Allegiance.

Roll Call / In Attendance:

Present at the meeting were – Dr. Marcelino Varona, Jr.-Chair, Mr. John Fanning- Vice Chair, Dr. Angela Meixell- Board Member, Ms. Liz Collier- Board Member, Mr. Greg Lucero- Board, Mrs. Georgina Tavera- Finance and Operations Manager, and Mr. Ted Roush. Attorney Mr. David Pauole joined virtually.

B. Adoption of the Agenda:

Chairperson Varona entertained a motion to adopt the agenda of Tuesday, March 15, 2022, SCCPCCD Regular Governing Board Meeting Agenda as recommended and presented. Mr. Fanning motioned to adopt the agenda as presented, seconded by Dr. Meixell. Motion carried unanimously, 5-0.

<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
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.

2. STANDING REPORTS AND ACTION ITEMS

A. Financial Report

SCCPCCD Finance Manager provided a review and update of the February 2022 Financial Reports

- Mrs. Tavera provided everyone with a copy of the February 2022 financials and provided the following brief updates:
 - She mentioned the non-recurring payments of \$12,500 payment for the air filtration previously approved, \$5,750 payable to Rich Brennan for the annual financials; she added they were being audited and that they might be receiving emails; \$2,794 for Courier Graphics (vendor used by PCC on the brochure printing job), and two payments were made for the website (to own the page); the school website is up and running; Also, the copier contract is expiring, three quotes have been received. A 5-year contract will initiate soon;
 - Ms. Collier provided a brief explanation on the website saying the URL name for the foundation and school was about to expire; the website names have been transferred and are now in one place;
 - Dr. Meixell asked if this was the balance available for the rest of the year? Mrs. Tavera explained; Chairperson Varona clarified that there was \$3.8M in the bank and the board has access to and that they were on solid financial grounds;
 - Chairperson Varona stated that the attorney was online;
 - Mr. Lucero clarified that the funds were obligated and had access to them but they were already earmarked to go to different obligations;
 - This concluded Mrs. Tavera’s presentation;

B. Chairperson of the Governing Board – SCCPCCD Governing Board Chairperson will address any updates

- Chairperson Varona mentioned that their Saturday’s retreat was excellent and thanked Mr. Roush for leading and organizing it; the guest speakers were wonderful; he added that these retreats had increased their depth of knowledge; he also thanked Mrs. Tavera for her organization and job well done; overall, the retreat was well planned and was four hours well spent;

C. Members of the Governing Board

- Mr. Lucero thanked Mr. Roush and Mrs. Tavera for the great retreat;

D. Chamber of Commerce

- Chairperson Varona informed the Board that they had received the annual membership bill in the amount of \$6,000 (top sponsorship level) but wanted to present it to everyone for approval and discussion; Ms. Collier motioned to hold a discussion in reference to the Nogales Santa Cruz Chamber of Commerce membership as presented, seconded by Mr. Lucero.
- Dr. Meixell addressed her concerns: these types of memberships should be on the fiscal year; she suggested getting this prorated if for this year, and including it in next year’s budget; she added that she saw this as public relations and marketing; \$5,000 has already been spent in marketing; why are they getting the “top-level”? Do we have the money? She concluded by saying the board keeps adding items that were not in the annual budget and are trusting that they can be covered by savings;

Note: At this time, Chairperson Varona said he did not want to keep the Chief of Police waiting as she is extremely busy, and suggested moving to that item. (Chief Nieuwenhuis was having technical difficulties so the meeting continued as scheduled)

- Ms. Collier objected to doing the platinum level as this is not a year for that, adding they could show their support with a \$1,000 or \$2,000 membership instead;
- Mr. Fanning liked Dr. Meixell’s idea about prorating between now and June and approving it now, but he was also in agreement that they do not need a platinum membership; suggested looking at it in July again and possibly then going with platinum or revisiting all levels; Dr. Meixell clarified that he budget is done in May;
- Chairperson Varona asked for clarification about prorating off the \$6,000 or a lower amount? It was said it would depend on which level they chose;
- Mr. Lucero suggested bringing this expense up until the next budget cycle and not doing a prorated rate; he elaborated on the major push towards workforce development and will be partnering with other organizations; a lot of focus is being put on the workforce development and was working with local vendors and not spend our dollars outside of SCC; we will be utilizing the Chamber of Commerce; he suggested being an active member of the organization and be more involved;

Motion carried unanimously, 5-0.

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

Mr. Lucero motioned to address the membership and the amount during their next budget cycle and make a decision at that point; Dr. Meixell seconded the motion to address the membership and amount of the Nogales Santa Cruz Chamber of Commerce during the discussion for next Fiscal Year Budget; open discussion took place; Mr. Fanning informed the Board that this did not mean they did not want to partner with them and were supported 100% but also agreed hold discussion until May. Chairperson Varona asked Mrs. Tavera to inform the Chamber that they were not going to pay for the membership until it was discussed during their next budget planning and, if budgeted, would be effective July 1st

Motion carried unanimously, 5-0.

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

Dr. Angela Meixell	X		
Ms. Liz Collier	X		
Mr. Greg Lucero	X		

E. PCC – Santa Cruz Center Report –

- Mr. Roush did not have any updates at this time; he reminded the Board why Mr. Nelson was not in attendance; he did say he was bringing a dual enrollment report for next meeting and show their level of engagement and how their program is growing; he also asked if the Board Members had any specific requests for speakers, etc.
- Chairperson Varona asked him to bring a report no later than May on the transition between him and the new person coming in;
- Mr. Lucero asked if the Board had ever toured the newer facilities that are being constructed; Mr. Roush said he would be glad to provide a tour; Mr. Lucero said it would be nice to see the state of the art facilities that they are building and how we can transition to or replicate some of that; Dr. Meixell suggested making this as part of a retreat;
- Mr. Roush announced that they will be meeting with Dr. David Bea and Georgina a week after next as per their request;

F. PCC Police Chief Update –

- Mr. Roush introduced Ms. Michelle Nieuwenhuis, PCC Police Chief, to talk about the Clary Act (Annual Security Report) and other security issues;
- She thanked everyone for inviting her to discuss the Jan Clary Act; she informed the Board that she had compressed Pima College’s 121-page Annual Security Report into 12 simple slides;
- The following was covered:
 - History of the Clery Act – This started due to a student named Jan Clery who was raped and killed in her dorm room on the Lehigh University campus in the late '80s; this report includes crime statistics for the previous three years; they have to account for crimes that occur on the campus;
 - Who do you report crimes to? Pima Community College Police Department is the reporting authority for the institution for crime reporting;
 - What is CSA (Campus Security Authority)? All members of the PCCPD, individuals responsible for security, college officials with significant responsibility for student and campus activities, individuals or organizations specified in the College’s statement of campus security police as an individual or organization to which students and employees should report criminal offenses; athletic trainers and directors are included;
 - Daily Crime Log, includes basic information and the outcome of the case; not all crime logs go into the annual statistics;

- Emergency Notifications and timely warnings; are sent to the appropriate segment(s) of the College Community; this does not apply to non-campus buildings or property; Mr. Lucero asked if the platform they have was purchased;
- Timely Warnings – notices are distributed to students and employees for any of the 15 Clery Act crimes that pose a serious or continuing threat;
- Emergency Response and Management – this is published in the Annual Security Report (ASR); Chairperson Varona asked how the drills and exercises are incorporated into the SCC campus; she said they did not have the ability to exercise her emergency response plan with our local resources; she added it was a good step for them to look into for moving forward and work together with the local police department and at a minimum to table talk; Chairperson Varona asked if she recommended having our attorney get in touch with her and perhaps start an IGA process; she agreed it would be a great idea to formulate one IGA/MOU; she added it would be good for them to know what the local first responder resources are doing and get a sense of what it looks like; he asked Attorney Pauole to reach out to her and start a process to present to the Board some kind of discussions that can lead to a formal agreement in case something happens and be prepared;
- Attorney Pauole asked if Mr. Jeff Silvyn, as the college legal counsel, runs the IGA that they currently have with those entities in Pima County. She said it was; therefore, Mr. Pauole said he will reach out to him as the counterpart at PCC and he will ask for a copy of the agreement; there is no reason to re-invent it;
- Mrs. Tavera will add this item to the next Board Agenda;
- VAWA Information – provides information as well as preventative programming for dating violence, domestic violence, sexual assault, and stalking;
- Crime Prevention and Awareness – lists the types of active and passive awareness campaigns that educate the college community on a variety of topics; Chairperson Varona asked for posters they are currently using so they can be placed around the SCC campus; Mr. Roush informed her they were currently looking into “student life individuals”; Mr. Lucero asked Mr. Pauole are we as an institution subject to the Clery Act and what is our risk or exposure for not having these programs or services offered to our local students? Does this lie on us? Attorney Pauole will look into it as this requires more research; Ms. Collier asked how it worked with them being a Community College District (different from the Community College) and also if UA Nogales already had a plan?
- Drug-Free Schools and Communities Act – a requirement to publish information regarding the College’s Drug and Alcohol-Free Environment Policy;
- Resident Housing and Missing Student Policy – this is only when PCC sponsors international programs and assist with leased housing for students;
- Mr. Fanning thanked her for the valuable information and raised valid questions to be discussed at the next meeting;
- Ms. Collier said it was very daunting;
- Dr. Meixell concurred with previous comments;

- Mr. Lucero also thanked her for the great presentation;
- Mr. Roush was glad he brought this presentation and addressed the college responsibilities and obligations we have to protect our students; he added this is why we have “college police”;

- **MARKETING**

- Ms. Collier mentioned the 5,000 pamphlets that were discussed at the retreat and spoke to the NUSD principal who is asking for 1,500 copies for sophomores, juniors, and seniors; they will be charging for the mailings; Mr. Fanning said they rather get the labels to Georgina instead of paying for it and follow the required procedure;
- The next big marketing item is the Website; how will this be maintained and simplified?
- Chairperson Varona said Ms. Collier had worked very hard on this and it was very well done; if anyone was looking for a job next year, they would be glad to hire them;
- Ms. Collier shared this would not have happened without Pima’s marketing, spending every Friday going over this and sending a photographer; they were very professional and helpful;

3. APPROVAL OF MINUTES

A. *Approval of the Minutes*

Chairperson Varona entertained a motion to accept the recommendation of the Special Board Meeting minutes at PCC Desert Vista Campus on January 25, 2022, and the Regular Board Meeting minutes for February 15, 2022, as presented. Mr. Lucero motioned to approve both minutes as presented, seconded by Mr. Fanning. Motion carried unanimously, 5-0.

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

B. *Future Meeting Date – April 19, 2022 @ 5:00 p.m.*

- a. Agenda: TBD
- b. Chairperson Varona asked for a Special Study Session on April 19th at 4:00 p.m. to discuss *only* an in-depth budget to help them with enrollment for financing for next year; the regular meeting will follow at 5:00 p.m.

c. No future agenda items were suggested

4. Executive Session Items

a. Nothing was addressed.

5. Adjournment

Dr. Meixell motioned to adjourn the meeting of March 15, 2022, seconded by Ms. Collier.
Motion carried unanimously, 5-0.

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

Having no further business to discuss, Chairperson Varona adjourned the meeting at approximately 6:26 p.m.

Minutes presented respectfully by:

Ms. Liz Collier
SCCPCCD Board Member