



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

**Regular Board Minutes**

**Tuesday, April 14, 2020**

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

**1. GENERAL FUNCTIONS**

*L.01 Call to Order:*

A Regular Public Meeting of the Santa Cruz County Provisional Community College District Governing Board was called to order at 5:00 p.m. by Dr. Angela Meixell, Chairperson. **Please Note: Due to the COVID-19 pandemic, this meeting was held via teleconference, and the public was also invited to participate teleconference.**

*L.02 Pledge of Allegiance:*

Dr. Stella Perez, Executive Director/CEO, led the Pledge of Allegiance.

*In Attendance:*

Present at the meeting were - Dr. Angela Meixell- Chairperson, Ms. Liz Collier, Dr. Marcelino Varona, Jr., Dr. Stella Perez- Executive Director/CEO, Ms. Georgina Tavera- Finance Manager, Dr. Homero Lopez- SCCPCCD Consultant, Mr. Ted Roush, Mr. Brian Nelson, Mr. Jack Lunsford, and Ms. Christie Monreal- Community Engagement and Marketing Specialist.

*L.03 Adoption of the Agenda*

Ms. Collier motioned to adopt the April 14, 2020 SCCPCCD Governing Board Meeting Agenda as presented, seconded by Mr. Varona. Motion carried unanimously 3-0.

<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	Absent		

*L.04 Public Comment – Call to the Audience*

No one addressed the Governing Board.

**L.05 STANDING REPORTS**

**INFORMATION**

*1.05.1 SCCPCCD Finance Manager*

*Financial Report and Update*

- Ms. Tavera informed the Board that due to the school closure and not being able to transfer the new accounting system as planned, she was unable to present them with the March Financial Report. Nevertheless, payments continued as usual (payroll, ASRS, etc.) She will present the financial reports and updates at a later date. General and office supplies expenses had stopped.

### 1.05.2 Chairperson of the Governing Board

- Dr. Angela Meixell reported she had a telephone interview with Ms. Karen Peterson, contractor working for PCC. She interviewed people at Gila Community College and our college as well. Dr. Meixell said they are looking for what our perceptions and relations are in terms of our goals and our accreditations. Ms. Peterson would like to interview other members of the Board and should be contacting them through their College email to set up a time. Dr. Lopez and Dr. Perez also participated on the interview and were very helpful; this is certainly an option to consider.

### 1.05.3 Members of the Governing Board

- Members of the Governing Board did not have anything to share at this time.

### 1.05.4 CEO's Update

Dr. Perez provided the following CEO update for April 2020 regarding Goals:

**Facilities**—The SCC facilities continue to be shut down as per approval by our Governing Board through April 30, 2020 due to COVID-19. However, the facilities team is working to clean and sterilize the entire building. A major update has been completed as well as our seasonal maintenance;

**Programs**—The middle and high school summer camp programs with the School Superintendent's Office have been canceled; Mr. Nelson will share the latest updates and course development for 2020 PCC Summer and 2020 Fall Schedules;

**External Funding & Grants**— On behalf of the Santa Cruz Center Educational Foundation (SCC Ed Foundation), Dr. Perez has been in communication with LULAC: Grow with Google Team as well as with Mr. Mike Hughes, and School Superintendent's Office for new opportunity grant funding;

**Marketing**— The following is the list of marketing updates for March 2020:

- ✓ March 2: Technolochicas Events (Special Guest S32 VP from Colombia)
- ✓ March 4: SR-189 Ground Breaking Event (Parking Lot)
- ✓ March 5: National Read Across America Campaign (Dr. Perez)
- ✓ March 9-20: Hosted the AZ Department of Agriculture Training for New Recruits

- Members of the Governing Board did not have any questions for Dr. Perez.

### Via Social Media during remote staff hours:

Santa Cruz Center has been posting daily messages on Twitter, Facebook, and Instagram with updates and links where they can find more information about COVID-19. We have also been posting important information on the website where students can find information if they need to speak with a PCC or UA representatives.

We have been working with the Nogales Chamber of Commerce sharing information about resources available to Santa Cruz County during this time.

PCC currently has the following email available to the county for any questions or concerns regarding SCCPCCD: [info@santacruzcenter.org](mailto:info@santacruzcenter.org)

### 1.05.5 PCC Update

- Mr. Brian Nelson, PCC Advanced Program Manager provided the following update:
  - PCC is currently hosting online meetings with students to answer questions about registration and financial aid;
  - Fall Classes potentially will be fully online;

- Dr. Perez asked about the Spring 2020 FTE (45-day report) and requested for a report, FTSE number;
- Ms. Collier asked if we had lost any students for this semester due to the online format and Mr. Nelson said very few students have dropped;
- Pima Community College is assigning FTSE to SCC;
- Mr. Varona asked about the fulltime enrollment: adverse impact of what happened? He also asked about the Spring Semester; Mr. Varona was unclear about the explanation on Fall Semester impact; Mr. Roush was able to clarify and will provide more information in June with options being implemented;
- All questions were addressed by Mr. Nelson;
- Ms. Tavera requested for his assistance asking for the Fall Semester invoice;
- Note: Mr. Nelson was asked by Dr. Meixell later in the meeting to complete his report;

**2. APPROVAL OF MINUTES**

**ACTION**

*2.01 Acceptance of Minutes for the Regular Board Meeting, March 10, 2020*

Ms. Collier motioned to approve the minutes of the Regular Board Meeting of March 10, 2020, seconded by Dr. Meixell. Motion carried unanimously, 2-0. Note: Dr. Varona abstained due to him not participating in this meeting.

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

**3. INFORMATION ITEMS**

**INFORMATION**

**• 3.01 Discussion and AZ Community College Legislative Updates by The Lunsford Group LLC**

- Mr. Jack Lunsford said he has been supplying legislative status reports to Dr. Perez;
- He addressed two issues of great concern that surfaced: 1) Authorizing vote by mail by the state and 2) Property tax deferrals;
- He talked about what transpired with the Legislator; he anticipated them having more data to assess what the situation is in June, including April and May withholdings, sales tax collections, etc.; they will revisit their forecast in June;
- In conclusion, Mr. Lunsford added that the Governor’s Budget Director said that although we can expect collections to be down when the new data receipts and tough decisions will need to be made, the State is in a strong financial position with cash balances, rainy-day fund, and not over spending, estimating \$15 billion in support;
- The Board had no questions for Mr. Lunsford;

**4. ACTION ITEMS**

**ACTION**

*4.01 Discussed, reviewed, and approved SCCPCCD FY 20-21 Budget w/PCC Staffing options to Support SCCPCCD Operations beginning FY 20-21*

- Ms. Tavera explained to the Board the budget draft she prepared (spreadsheet shared with everyone); she met with Nogales International and said as long as we

comply with the dates on the spreadsheet, it could be published on May 20<sup>th</sup> and May 29<sup>th</sup>, with the information provided to them one week before;

- She also talked about the comparison of last year's budget; she added another column with the most recent changes needed to be done (\$412,237) with Pima Community College Staff; she explained that before PCC request, the IGA amount was \$346K. An increase of \$66K and due to this reason, Dr. Perez and her met to decrease other expenses. She also talked about the adjustments needed to compensate the increase on PCC costs; she thanked Mr. Roush for his support on the detailed invoice received;
- Questions asked were: What is the tax rate? Do we still need all of the staff requested if we are going to virtual learning? Other questions asked were regarding employee salaries, tutors being hired (very much needed for student support) and regarding line items #39, #52, #53, #54, and #55. Ms. Tavera addressed the questions asked by Board Members and said she will ask about the hold up on the tax rate;
- Three amendments were made by Mr. Roush and Dr. Varona: 1) The Program Coordinator II moving back to 6 months, 2) Support Tech position to full time, and 3) Increasing one more tutor (from three to four);
- Consensus was reached by all to approve the final budget until the next Board Meeting scheduled on May 12, 2020 and be voted until then;

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

- May 12, 2020 at 5:00 p.m. *Please Note:* delivery/access method TBD.
- Dr. Varona requested to change the meeting in September from the 8<sup>th</sup> to the 15<sup>th</sup>.

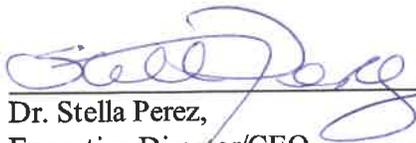
**6. FUTURE AGENDA DATES AND ITEMS INFORMATION**

- August 15, 2020: Potential date to host SCCPCED 2020 Summer Board Retreat.  
Location: Tubac, AZ

**7. ADJOURNMENT**

Having no further business to discuss, the meeting was adjourned at 6:25 p.m.

Minutes presented respectfully by:

  
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Dr. Stella Perez,  
Executive Director/CEO

  
\_\_\_\_\_  
Ms. Liz Collier,  
SCCPCED Vice-Chairperson