



**S**ANTA CRUZ COUNTY PROVISIONAL  
**COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD**

**Regular Board Meeting Minutes**

**WEDNESDAY, APRIL 26, 2023**

Santa Cruz Center Board Room

2021 North Grand Avenue

Nogales, AZ 85621

**1. OPENING ITEMS**

**A. Call to Order:**

Mr. John Fanning, Chairman, called a Regular Public Board Meeting of the Santa Cruz County Provisional Community College District Governing Board to order on Wednesday, April 26, 2023, at 3:00 p.m.

**Pledge of Allegiance:**

Dr. Meixell led the Pledge of Allegiance.

**Roll Call / In Attendance:**

Present at the meeting were – Mr. John Fanning, Chairman, Mr. Greg Lucero, Vice-Chairman, Dr. Marcelino Varona, Jr.-Board Member, Ms. Liz Collier- Board Member, Dr. Angela Meixell- Board Member, Mr. Brian Nelson, Ms. Darla Aguila and Mrs. Georgina Tavera- Finance Manager. David Pauole, PCC District Attorney joined via ZOOM. Dr. Morgan Phillips was not able to attend.

**B. Adoption of the Agenda:**

Chairman Fanning entertained a motion to accept the adoption of the agenda of Wednesday, April 26, 2023, SCCPCD Regular Governing Board Meeting as presented, tabling Item 2H, as per Mrs. Tavera’s recommendation. Mr. Lucero made a motion to adopt the agenda as presented, seconded by Ms. Collier. Motion carried unanimously, 5-0.

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

**C. Public Comment – Call to Audience**

**a.** There was no call to the public.

**2. STANDING REPORTS & ACTION ITEMS**

**A. FY22-23 Financials**

Mrs. Tavera, Finance Manager, provided the following recap of the February 2023 Financials:

- Balance of the Checking Account: \$430,000 and Savings Account is \$4.3M; The non-recurring amounts mentioned were \$6,800 for Olivarría Builders for electricity lines and items for the IT department’s new lab;
- Ms. Collier asked for the status of buying CD certificates after being cited for not investing; Mrs. Tavera concurred saying this should have been an agenda item for board approval; the minutes will then be provided to Chase Bank as per their request; Mrs. Tavera will follow up with Carmen and update the Board;
- Mr. Lucero also raised the same question, adding that at other governments, the treasurer or person in charge usually has a money-earning account, about having higher interest-earning

programs. He asked to look into that. He also suggested Mr. Pauole providing guidance as to what the legal restrictions are;

- Dr. Varona reminded the Board about several years ago asking Dr. Perez to invest the money in the investment pool of the State of Arizona where the money is guaranteed and if something goes wrong, there are no liabilities for us, but nothing ever happened; he added that Mr. Pauole had said to invest the money with the State Treasurer; he asked Mrs. Tavera to look into it further;
- Mr. Pauole was not comfortable commenting at this time without taking a look again;

#### **B. Chairman of the Governing Board**

*SCCPCCD Governing Board Chairman will address any updates.*

- Chairman Fanning said he was looking forward to attending the Pima Career Fair; Mrs. Tavera will post a public notice to inform the community about some Board Members potentially attending this event, with no business being conducted;

#### **C. Members of the Governing Board**

- Ms. Collier is also looking forward to the Pima Career Fair; this event was advertised in the Nogales International Newspaper;
- Dr. Meixell is also excited and saw the ad on Facebook;
- Mr. Lucero attended a National School Board Conference and shared that one school district had started their own podcast program and got their news out due to local media not covering the district news; they covered three topics; great way of getting positive information out about the educational system; he suggested to look into it and consider a good way to send our own information out; his second item was that he was asked to assist in helping the Mexican Consulate in Nogales to put together a financial development workforce; he explained how it started and how he was asked to put together the educational side of the program; he reached out to the U of A, Pima College, Pima JTED, local School Superintendent, local school districts, electric vehicle industry and have all agreed to participate; he shared other organizations that were also participating; this event will take place on May 11<sup>th</sup> at the county complex and invitations will be going out to all; he elaborated on the program; he added that their goal is to create this collaborative consortium of educators and training service providers come up with a program and try to house it in one Santa Cruz County facility; he suggested adding this topic to a future agenda for further discussion;
- Dr. Varona shared how happy they all were to have Dr. Meixell back after her absence, and he hoped her health continued to be good; secondly, he shared that after having South 32's Community Advisory Board meeting with Ms. Collier, everyone loved the technology in the SCCPCCD boardroom, he thanked Jose and Mrs. Tavera for making sure everything ran smoothly;

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

- Chairman Fanning said Mr. Brian Nelson, Advanced Program Manager/PCC – SCC, and Dr. Phillips' section were going to be combined due to Mr. Phillips not being able to attend;
- Mr. Nelson started by asking the Board to save the date for the tentative Annual Board Meeting with Pima Community College for Tuesday, June 13<sup>th</sup> from 12:00 pm – 3:00 pm in the SCCPCCD Boardroom;
- He thanked Gear Up for helping them get the students to attend the Pima Career Fair and also the Superintendent's Office for providing the buses to pick up the students; the success of this event is truly a community effort; he added several great presenters will be attending and will be a great big event; he clarified this was not a job fair but strictly a college, education fair; he estimated about 180-225 participants;
- Mr. Nelson introduced Ms. Darla Aguila and spoke very highly of her and all the amazing things she has done; she is a full-time math faculty as well as department head and works most closely

with her and has always been supportive; Ms. Aguila said she was happy to do whatever she could to help, it was very important, and that it was hard to find people;

**E. PCC-Santa Cruz Center Report - Summary of PCC and SCC Updates**

- Dr. Morgan Phillips was unable to attend;

**F. SCCPCCD Staff Potential 3% Salary Raise**

- Mrs. Tavera shared the 2<sup>nd</sup> draft of the projected payroll expenses; she proposed a 3% raise for the staff that included Mr. Alvarez, Maria, and two student workers; in addition, she proposed an 8% raise for Anibal; she conducted a research comparison at the U of A and Pima Community College and they are at similar pay; she said that Maria’s position showed minimum wage but that her workload had increased drastically and continued to do a great job; she added that Mr. Alvarez had not received a raise since September 2019 saying he was a very responsible and reliable employee; overall, the total recommendation was \$17,000;
- Ms. Collier asked if we had the budget for this recommendation; Mrs. Tavera said they were over \$22K but suggested presenting it as is with higher limitations and at the end, bringing a bit of the pool from the carryover that had not been used yet, if necessary; if approved, this will be effective July 1<sup>st</sup>.
- Dr. Varona said he supported this and commented that SCCPCCD has very good staff;

Mr. Fanning entertained a motion to accept the salary increase as presented. Ms. Collier made a motion to support the potential 3% salary raise effective July 1<sup>st</sup> as proposed by Mrs. Tavera. Mr. Lucero seconded this motion. Mr. Lucero proposed not to limit the raise to 3% but to look at the budget when reviewing it and maintain that flexibility to do more if possible. Dr. Varona concurred with Mr. Lucero but suggested they approve this motion first to give Mrs. Tavera 3% to work with for now and look at it again once the budget is reviewed and work something at that time

Due to Anibal’s raise being 8%, Ms. Collier amended her motion to accept the minimum of 3% for various employees of the Santa Cruz Center as shown and supported by Mrs. Tavera. Mr. Lucero seconded the motion. Motion carried unanimously, 5-0.

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

Dr. Varona clarified the motion saying if Ms. Collier made a motion to amend, then she *amended* the main motion and was voted on. However, the main motion had not been voted on. The main motion as amended was voted on. Motion carried unanimously.

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

**G. SCCPCCD FY23 -24 Budget (Draft)**

- Mrs. Tavera provided everyone with a copy of the FY23-24 Budget draft worksheet; she said it was basically the same as last time except for the numbers previously talked about; the numbers approved were on this draft; she added that the only number she was anticipating a change on was the lease that will be discussed later on the agenda; she also mentioned The Trust increasing from \$21K to \$30K due to using the attorney more;

- If no changes are made to the budget, she will be ready to publish it in the newspaper; the budget will require acceptance by the Board at the next board meeting on May 24<sup>th</sup>.
- Dr. Varona talked about the lined item issue of the building and maintenance; he said they were lucky the ballot proposal passed;
- Mr. Lucero asked about the current lease and if it was going to increase; Mrs. Tavera was uncertain at this time; Mr. Lucero asked to increase it at the minimum;
- Dr. Varona asked to use the same as last year of 6.8% as it is easier to reduce than increase it, feeling more comfortable; Ms. Collier suggested using 5% which was the consumer index; she suggested discussing it further;
- Mr. Lucero asked that once they set the budget, it could not be increased but reduced only. Mr. Pauole agreed. Mr. Lucero said it was safer to go with the higher percentage;
- Mrs. Tavera also talked about the IGA with Pima; she will reach out to them;
- Dr. Varona was set with this budget, except to use the higher percentage instead; Mrs. Tavera will use this percentage and send all board members the updated version;
- Everyone thanked Mrs. Tavera for her presentation and all of her work;

#### **H. SCCPCCD Lease Policy with U of A**

- This item was tabled as per Mrs. Tavera's request

#### **I. Board Retreat Main Topics to Discuss**

- Chairman Fanning said he was in contact with someone who is going to consult and be a guide for the Board, providing approximately 20 hours; he asked for input from the Board on topics that needed to be discussed;
  - Dr. Varona: they have settled up on the last 5 years of the contract and need to start talking about what the plans are when that contract expires in 5 years and propose a contract; he wants to make sure when he is ready to leave, the college is set;
  - Mr. Lucero: liked to decide in time increments (1yr, 2yrs, 5yrs, 10yrs scenarios) and how they establish their own independence; what steps to take (accreditation);
  - Dr. Meixell has a list and will share it with Chairman Fanning;
  - Ms. Collier asked to revisit this strategic plan to fit the current situation and the accreditation; she also suggested reviewing the mission statement and updating it;
  - Dr. Meixell said they have a strategic plan but it has changed a lot since the new IGA;
- Chairman Fanning mentioned up to 20 hours; he asked for clarification from Dr. Varona about the schedule; Dr. Varona explained and said it has usually taken place on a Saturday from 9:00 a.m. – 2:00 p.m. with breakfast and lunch provided;
- Chairman Fanning will meet with Georgina and provide the information at least 30 days in advance; (perhaps in July);

### **3. EXECUTIVE SESSION ITEMS**

#### **A. Executive Session to discuss and consult with SCCPCCD's attorney for legal advice and to consider its position and instruct its representatives on lease negotiations for the Santa Cruz Center (SCCPCCD as lessee) under A.R.S. § 38-431.03(A)(3), (4), and (7).**

Chairman Fanning proposed moving into Executive Session to discuss and consult with SCCPCCD's attorney for legal advice and to consider its position and instruct its representatives on lease negotiations for the Santa Cruz Center (SCCPCCD as lessee) under A.R.S. § 38-431.03(A)(3), (4), and (7), as well as **B.** to discuss and consult with SCCPCCD's attorney for legal advice and to consider its position and instruct its representatives on lease and facility use negotiations (SCCPCCD as the lessor) under A.R.S. 38-431.03(A)(3), (4), and (7).

Ms. Collier made a motion to move into Executive Session per Chairman Fanning's proposal. Dr. Meixell seconded the motion. Motion carried unanimously, 5-0.

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

**Executive Session convened at approximately 3:53 p.m.  
Regular Session reconvened.**

**4. APPROVAL OF MINUTES**

**A. Approval of the Minutes**

Mr. Lucero motioned to approve the minutes of the Regular Board Meeting held on March 22, 2023, as presented, seconded by Ms. Collier. Dr. Varona asked to make a correction on page 3, first bullet, adding Advisory Committee, and on page 5 changing “the” to “to”. The motion carried unanimously, 5-0.

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

**B. Future Meeting Agenda Items**

- a. Ms. Collier: Lease
- b. Dr. Meixell: Budget
- c. Dr. Varona: Discuss the foundation (as previously requested by Chairman Fanning); in addition, he asked to invite a representative from Pima Community College to provide a presentation about the status on their accreditation and share an update on of how we are doing;
- d. Chairman Fanning: Have a look at the current Marquee

**C. Future Meeting Date**

- a. May 24, 2023 @ 3:00 p.m.

**5. ADJOURNMENT**

Having no further business to discuss, Chairman Fanning adjourned the meeting at 4:24 p.m.

*Minutes presented respectfully by:*

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**Ms. Liz Collier**  
**SCCPCCD Board Member**