



SANTA CRUZ COUNTY PROVISIONAL COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

Regular Board Minutes

Tuesday, May 12, 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 5:00 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 via teleconference. The ability of the public to attend the meeting in person was restricted to no more than 20 people gathered, inclusive of board members and staff.

1.02 Pledge of Allegiance:

Dr. Marcelino Varona, Board Member, led the Pledge of Allegiance.

In Attendance:

Present at the meeting were - Ms. Liz Collier-Vice-Chair, Dr. Marcelino Varona, Jr.-Board Member, Mr. Nils Urman-Board Member, Dr. Stella Perez- Executive Director/CEO, Ms. Georgina Tavera- Finance Manager, Mr. Brian Nelson-Advanced Program Director, and Ms. Christie Monreal- Community Engagement and Marketing Specialist. The following joined the meeting telephonically: Dr. Angela Meixell- Chairperson, Dr. Homero Lopez- SCCPCCD Consultant, Mr. Ted Roush, Mr. Jack Lunsford.

Guest: Mr. Jean-Paul Destarac, CEO Capin-Vyborny, Mr. Robert Martin

1.03 Adoption of the Agenda

Ms. Collier motioned to adopt the May 12, 2020 SCCPCCD Governing Board Meeting Agenda as presented, seconded by Mr. Urman. 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	X		
Mr. Victor Fontes	Absent		

1.04 Public Comment – Call to the Audience

Two members of the public addressed the Governing Board. Mr. Robert Martin and Mr. Jean-Paul Destarac.

1.05 STANDING REPORTS

INFORMATION

1.05.1 SCCPCCD Finance Manager

Financial Report and Update

- Ms. Tavera presented the Financial Reports for March and April 2020. Like before, she explained in detail all of the revenues and total expenditures for each month;
- She also explained the two CenturyLink payments during the month of March;
- In the April Financial Report, she included the three last months of FY; she also talked about the \$1,100 paid to Rio Rico Sheet Metal for the fixing of the exhaustion fan;
- Ms. Tavera presented the final draft of the 2020-21 SCCPCCD Budget;
- Dr. Varona asked about the full QuickBooks transition and also asked about moving into purchase orders;

1.05.2 Chairperson of the Governing Board

- Dr. Angela Mexiell mentioned that we are getting the equivalent numbers from Pima Community College.

1.05.3 Members of the Governing Board

- Members of the Governing Board did not have anything to share at this time except for Ms. Collier who mentioned that she would like to have a recognition ceremony for future students;

1.05.4 CEO's Update

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

Goal 1. Facilities— *The 2020 updates to the Santa Cruz Center and property at 2021 N. Grand Avenue, Nogales, AZ include the following:*

1.) During Dr. Perez's PCC-SCC Leadership call on April 30, 2020, it was confirmed that the SCC will receive the PCC M&S requirements, standards, and checklist for reopening all PCC Campuses and sites. She is scheduled for a video call May 14, 2020 with PCC M&S to review the guidelines and initiate checklist with SCC Facilities Team;

2.) The SCC Maintenance Team has completed all spring A/C ventilation and cleaning for reopening, as well as full sterilization w/new cleaning agents for the facility; a different chemical is being used;

3.) The SCC Maintenance team has completed the wall structure, ventilation, and organization of chemical storage in the SCC Biology Lab. Mr. Brian Nelson shared that he has not heard an update from PCC M&S, and have yet to hear of a date for final review and inspection.

4.) Dr. Perez thanked Mr. Alex Alvarez for updating the restroom fixture and all building maintenance in compliance with social distancing—to include Plexiglass stations and computer lab seating.

Goal 2. Budget—Ms. Tavera has shared the March 2020 & April 2020 SCCPCCD Monthly Financial Reports for Board review, and will present the final draft of the 2020-21 SCCPCCD Budget—included with the May 2020 Board Packets—and including Board edits and updates to comply with the SCCPCCD budget timeline.

Goal 3. Programs—Dr. Perez continues to work directly with the SCCPCCD Board, PCC Leadership, our local K-12 and higher education partners, as well as national consultants regarding the Santa Cruz Center Student response to the COVID-19 national situation. They regularly share the PCC Website information links through our SCC Website and social media channels, working directly with the Santa Cruz Center Team to promote and communicate access, success, and equity opportunities for learning in Santa Cruz County.

Goal 4. Personnel—SCC Student Worker and Technology Apprentice, Danely Ramos, is back on schedule to work with Jose Corrales in the facility/cable re-wiring and hardware upgrades for Computer Lab 4, updates to the GED Testing Center, and physical hardware remodeling to accommodate social distancing.

Ms. Ramos was also instrumental in supporting Mr. Corrales’s implementation of the SCC Parking Lot Internet Wi-Fi and SCC Walk-up Services. (implemented through national research and processes outlined by the SCC Team).

Goal 5. External Funding & Grants— On behalf of the Santa Cruz County Educational Foundation (SCCEF), we are reviewing funding opportunities with the Southern AZ Community Foundation for COVID-19 Response Fund Grants— designed to support available resources and expand our local capacity to address the needs of Hispanic serving and most vulnerable populations most impacted by the outbreak.

Dr. Perez added that they are also reviewing a series of options through the U.S. Dept. of Education, (for which Provisional Community Colleges are eligible), and the Fund for the Improvement of Post-Secondary Education (FIPSE) focused on expanding access to “(Well-Rounded) Courses” and programs to communities and areas in need of higher education and workforce development in collaboration with community partners.

Goal 6. Marketing— During this time, Dr. Perez said it has been a privilege to be invited and attend a series of national webinars and online meetings in support of higher education and the changing landscape impacted by the global pandemic. On May 13, 2020, The President’s Office at The University of Arizona invited Dr. Perez as guest to participate in “The Sonora-Arizona Inter-University Alliance” webinar uniting the principal institutions of higher education and research in AZ and Sonora in cooperation and academic exchange to promote education and innovation in the Arizona Sonora Megaregion into the future.

The following is the list of marketing updates for April 2020:

- ✓ Two formal community postings to the SCC Website and also posted to SCC Social Media Outlets
- ✓ Digital Posting of PCC 2020 Summer Class List
- ✓ Promotion of PCC 2020 Summer Class List via Radio Maxima
- ✓ Hosted Google Workshop for Small Business Development in collaboration with the Nogales Chamber of Commerce, best attended workshops

Goal 7. Government Relations—Jack Lunsford prepared a report and update on the current status of AZ Legislature in the midst of the current pandemic, and shared comments on our recent conference call at the invitation of Representative Gabaldón;

Goal 8. Future Accreditation & Provisional Status— At the April 2020 Board Meeting, Dr. Perez shared that PCC/HLC Consultant—Ms. Karen Solinski, PCC HLC Consultant, met with Dr. Meixell, Dr. Lopez, and Dr. Perez. Per Dr. Perez’s understanding, Ms. Solinski has had conference calls with Dr. Varona and Board Vice-Chair Liz Collier. Dr. Perez requested a copy of her final report to share with the SCCPCCD Board from the PCC-Provost, who has commented that upon completion she will check on its availability for review;

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

1.05.5 PCC Update

- Mr. Brian Nelson, PCC Advanced Program Director provided the following update:
 - Mr. Nelson informed the Board about a request to find out how many students in our county take on-line classes and how many students take *only* on-line classes: 37% of current students take at least one online class (about 100 students); 70 people were identified as taking *only* on-line classes; 700 students were identified (ball park) in our county;
 - PCC was awarded about \$4 million from the CARES Act to assist FAFSA eligible students;
 - PCC Fall schedule has not changed much; what is being changed is virtual classes using programs such as D2L, Zoom, Google Meet, or through Hybrid (face to face and online on certain days of the week); the classes are set but still working on the virtual platform;
 - Mr. Nelson explained how they are planning to split classes so that groups of approximately 20 can meet in person or online;
 - Mr. Urman asked for clarification;
 - Dr. Varona added that if necessary, another class/teaching session will be added to make sure students continue and stay at the center and not cancel classes; students should feel comfortable using this new format;
 - Dr. Varona asked for point of order to move to item 4.01 (Foreign Trade Zone-FTZ) due to the guest;
- Members of the Governing Board did not have any questions

2. APPROVAL OF MINUTES

ACTION

2.01 *Acceptance of Minutes for the Regular Board Meeting, April 14, 2020*

Note: Dr. Perez noted that on page 3, first line should be corrected to a 45-day report. Dr. Varona motioned to approve the minutes of the Regular Board Meeting of April 14, 2020 as presented with the noted edit, seconded by Dr. Meixell. 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	X		
Mr. Victor Fontes	Absent		

3. INFORMATION ITEMS

INFORMATION

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

- Mr. Lunsford applaud the Board for their support and action on item 4.01 and offered his help in anyway;
- The teleconference meeting with Representative Gabaldón went well and said she is committed to our district and assist in the coming session;
- In terms with the current legislative session, he has met with Dr. Perez regularly and has forward the information to the Board for their review;
- The senate action last Friday was not an endorsement but recess of the sound of the gavel; no meetings scheduled this week except for a health committee meeting to discuss issues related to COVID-19;

- Lastly, he submitted to Dr. Perez a paper on expenditures limit and what can be done to address those issues;
- The Board had no questions for Mr. Lunsford;

4. ACTION ITEMS

ACTION

4.01 Discussed, reviewed, and approved Foreign Trade Zone (FTZ) Application by Capin-Vyborny to the U.S. Department of Commerce – FTZ Board.

- Mr. Robert Martin, who was in attendance six years ago, informed the Board that they were there primarily because they are the taxing authority and presented two action items:
 - Concurrence Letter (concur and support the application of existing property);
 - Application of the Pilot Agreement
 - He provided the Board with background information;

Dr. Varona motioned to approve the Foreign Trade Zone (FTZ) Application by Capin-Vyborny to the U.S. Department of Commerce – FTZ Board as presented, 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	X		
Mr. Victor Fontes	Absent		

4.02 Discussed, reviewed, and approved the SCCPCCD Expenditure Limitation and Arizona State Statute (A.R.S.) updates and revisions beginning FY 20-21.

- Dr. Meixell mentioned that it came up as a suggestion to consider asking for a waiver of expenditure limits with the expectations that we may need to invest in advanced technology and suggested Mr. Lunsford asking the legislature to reexamine expenditures;
- Dr. Varona said there was a buildup of \$2 million; he wants to make sure we grow the student population and suggested saving the money instead of implementing more technology; Mr. Nelson sad there are currently 275 unduplicated students; Dr. Varona added that we should not use this pandemic as an excuse to spend more money;
- Mr. Urman mentioned it is not needed right now and suggested having an expenditure limitation plan in place and make sure this is well thought out;
- Dr. Perez said the money would not be spent unless truly needed;
- Mr. Lunsford explained the procedure for expenditures;
- Dr. Meixell said this was a good detailed discussion and did not request for a motion;

4.03 Discussed, reviewed, and approved the SCCPCCD FY 20-21 Budget with PCC Staffing Options to Support SCCPCCD Operations beginning FY 20-21.

- Dr. Meixell said they were very close to passing the budget during the last meeting but several staffing changes were made: one was to restore a program coordinator to full time, add a ½ time program coordinator, and the other was to approve four tutors. These changes were made under the PCC proposal;

Open Discussion:

- Ms. Tavera provided the Board with an overview of the Budget Worksheet pointing out the following changes:
 - Property Tax Levy, 2% increase
 - Legislative Consultants (\$40,000)
 - Marketing/Public Relations (\$20,000)
 - Added a cleaning tab, paying same amount
- Dr. Varona addressed his concern with the contingency, saying it was substantially lower and meant we will need to watch the budget closely for next school year and not go over;
- Ms. Collier mentioned that the emphasis this year should be the increase on student enrollment; overall, all Board Members were in agreement;
- Dr. Varona and Ms. Collier commended Ms. Tavera for the well prepared spreadsheet and presentation; very well explained, concise, and appreciated the thoroughness;
- Mr. Urman’s final comment was suggesting to work jointly and aggressively together as “one” and do a marketing campaign that is not disjointed or separate and be able to get the word out that we are “one” and not two separate entities and start recruiting early and support dual credit programs;

Dr. Varona motioned to approve SCCPCCD FY 20-21 Budget with PCC Staffing Options to Support SCCPCCD Operations beginning FY 20-21 as presented, seconded by Mr. Urman. 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	X		
Mr. Victor Fontes	Absent		

5. FUTURE MEETING DATES AND SITES INFORMATION

- June 9, 2020 at 4:00 p.m. Special Board Meeting
- June 9, 2020 at 5:00 p.m. Regular Board Meeting *Please Note:* delivery/access method TBD.
- August 15, 2020: Potential date to host SCCPCCD 2020 Summer Board Retreat. Location: Tubac, AZ;
- Dr. Varona said he was not in favor and felt it was not a good idea to host a Summer Board Retreat;
- Dr. Mexiell was in agreement;

6. FUTURE AGENDA DATES AND ITEMS INFORMATION

- Dr. Varona asked to move the Board Meeting from September 9th to September 16, 2020;
- Dr. Varona requested for an Audit Report;

7. ADJOURNMENT

Having no further business to discuss, Mr. Urman motioned to adjourn the meeting at 6:30 p.m., 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	X		
Mr. Victor Fontes	Absent		

Minutes presented respectfully by:

Dr. Stella Perez,
Executive Director/CEO

Ms. Liz Collier,
SCCPCCD Vice-Chairperson