

**SANTA CRUZ COUNTY
PROVISIONAL COMMUNITY COLLEGE DISTRICT (SCCPCCD)
GOVERNING BOARD
Regular Board Meeting Minutes
WEDNESDAY, MAY 22, 2024**


2021 North Grand Avenue
Nogales, AZ 85621

1. OPENING ITEMS

A. Call to Order:

Chairman Lucero called a Regular Public Board Meeting of the Santa Cruz County Provisional Community College District (SCCPCCD) Board to order on Wednesday, May 22, 2024, at 1:30 p.m.

Pledge of Allegiance:

Mrs. Tavera led the Pledge of Allegiance.

Roll Call / In Attendance:

Present at the meeting were Mr. Greg Lucero- Chairman, 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, Dr. Morgan Phillips, and Mr. Brian Nelson. David Pauole, PCC District Attorney, joined virtually.

B. Adoption of the Agenda

Dr. Meixell motioned to adopt the agenda of Wednesday, May 22, 2024, SCPCCD 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 one signed up for the Call to the Public.

2. STANDING REPORTS & ACTION ITEMS

A. Financials

Mrs. Tavera, Finance Manager, provided the following recap of the April 2024 Financials

- Mrs. Tavera emphasized the following expenses: purchasing foldable chairs, buying an AC unit for the IT room, bathroom supplies, installation of the power box for the AC, expenses for the Fall 2023 Semester at Pima, lease, and placing two ads in Nogales International. She also provided the requested bank statement showing the balances of the savings and checking accounts, as well as the treasurer's account.
- Chairman Lucero asked for clarification on the electrical work being done;
- Dr. Varona requested clarification on the \$4M interest, noting significant losses from our investment direction to the former CEO;

B. Chairperson of the Governing Board

SCCPCCD Governing Board Chairman Lucero addressed the following updates.

- Chairman Lucero handed out a copy of the proposal on the County’s Economic Development Administration and approved by the county; he noted that the county said we did not have adequate space or anything in place to do certification training. He also shared a spreadsheet showing a break down for the money of the \$50M grant detailing how the funds would be allocated among various projects and organizations. He elaborated and mentioned some highlights. He added that the grant is proposing many mobile classrooms and have Pima JTED operate these classrooms. He is also working with the Nogales Chamber and other educational institutions on Workforce Development Training, working with Mariposa Community Health Center and Carondolet. He met with Dr. Ian Morris to see if we could partner with them on medical programs; he explained how they are working together and address the needs;

- He also added that after meeting with Dina Sanchez, she asked if PCC could work with them to allow the students in the nursing program do their hospital clinicals locally and not in Tucson, making this a cost savings for students;

C. Members of the Governing Board

- Mr. Fanning shared the extensive work for the hiring of the next Pima Community College Chancellor; they are looking at next Tuesday and Wednesday of their first round of interviews in Tucson; he will provide more feedback next board meeting; he apologized for not being able to attend the graduation and congratulated all of the graduates;
- Ms. Collier said it was a successful graduation at Patagonia High School, with 22 graduates. She said the Juniors and Sophomores are looking forward to the dual credit;
- Chairman Lucero reminded everyone about South32 being part of the next meeting and to be prepared to ask questions and discuss the tax rate and training centers;

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

Mr. Brian Nelson, Advanced Program Manager/PCC, provided the following report:

- He presented the summer classes and elaborated. He emphasized the increasing trend of students opting for higher-level courses and the success of the Federal Work-Study Programs. He had good news on the FTSE.
- Ms. Collier said that in Patagonia, they made the choice of only teaching 101S, and was a good thing for students;
- On the Federal Work-Study, two of our three received special recognition. Mr. Nelson is requesting three again for 2024-25. He continued to share the activities happening and shared pictures, too. No questions were asked.

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

Dr. Morgan Phillips, PCC Supervising Administrator, provided the following recap;

- He shared the following work he has been doing over the past month and how it might have some impact:
 - Transfer programs, try to increase the number of students that are getting higher education credentials, allow them to move to baccalaureate programs;
 - Increase on-site offerings in Tucson
 - Graduation Ceremony tonight (over 4,700 completers for this year, about 60%)
 - Pima is in the process of creating short-term certificate workforce-based credentials
 - Met with all high schools for dual enrollments and are in the process of developing web resources for the high schools
 - The Hubs Foundation in Phoenix is helping them with data and information; he asked the Board if they were interested, he could provide data source for workforce information such as workforce trends, etc. (he elaborated)
- Ms. Collier said they could use this data and it was suggested to schedule a meeting to gather and analyze this data and invite the Superintendent’s Office;

F. Discussion and possible action on hiring “West Word Vision” for SCCPCCD website maintenance, upgrades, and improvements

- Ms. Collier emphasized the need to update the outdated and uninformative Santa Cruz Center website. She mentioned that Paula reviewed the website and found that it lacks clear goals. Ms. Collier also stressed the importance of having students and parents visit and utilize the website.
- Ms. Paula Schaper proposed a deep look and audit of the website and suggested interviewing key stakeholders to understand their needs and expectations, and what they find useful. She emphasized the importance of enhancing the website is branding and still using the same colors and logo; she also talked about new photography, new content, and the copy on the pages. She also said it was very important to have someone manage the website, and suggested integrating digital marketing and digital skills within the center for website maintenance. She wanted to complete this by the end of the year.
- Mr. Fanning said the website needed to be updated and was a need; he reiterated to make sure it is kept up;
- Ms. Collier concurred and said it was not an option, it had to happen and make this website our face to the community and take it seriously, making sure someone is on top of it;
- Dr. Meixell concurred with everyone and was excited to see this happen;
- Dr. Varona pointed out on the Proposal the “increase student enrollment and alignment with coursework” and not getting into a conflict with Pima Community College. He suggested asking permission to adding a link that took them directly to Pima Community College. Mr. Nelson said it was possible. Dr. Phillips elaborated. Dr. Varona wanted to make sure we were not going to have any conflicts. He also asked regarding the maintenance, could we do something through Pima students or under the direction of Jose to keep it up?

- Ms. Collier said to start the process of getting the website going first and have the maintenance portion discussed further;
- Dr. Varona asked for clarification on the photographer and the 30% deposit making sure there is a PO submitted first. He said the maintenance discussion should run parallel with the proposal;
- Chairman Lucero commented that all the issues raised were important and asked Paula to discuss further with Pima. He said maintenance was a big concern and should make this a sustainable program;

Ms. Collier made a motion to approve the proposal submitted by Westwordvision to complete our website with the changes in the PO versus a deposit as presented, seconded by Mr. Fanning. Dr. Varona stated that part of this agreement was to have a vital dialogue with Pima Community College. Motion carried unanimously, 5-0. Paula was thanked for her proposal. Note: Chairman Lucero called a 10-minute break.

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

G. SCCPCCD Lease Contract with Nogales Property Management Discussion

- Ms. Collier said there have not been any changes; she only mentioned that he would be willing to sell the center if we decide to go there. Chairman Lucero said to discuss this at the South32 meeting;
- Mr. Pauole mentioned whether Santa Cruz County Provisional Community College could issue bonds and he said the answer was no. They do not have the authority by statute to issue bonds;
- Dr. Varona asked Mr. Pauole if there was a third party providing us with the finances, could we legally get into an agreement. He explained his question further. Chairperson Lucero provided a different example. Mr. Pauole said what could not be done by any public entity was to give money out on credit to any other organization or entity. Dr. Varona asked if the landlord wanted to turn their property into a college or facility and is offering to cover all expenses in exchange for a contract, could we do something like that? Mr. Pauole said he did not see it any differently than what it is being done now.

H. Discussion and possible action on approval of SCCPCCD’s Strategic Action Plan (follow up on Retreat from May 15, 2024)

- Mr. Fanning thanked Wendy for all of her hard work and for leading the project in the right direction. He asked for approval of the completed strategic plan, except that the final plan had not been completed yet. Wendy clarified that the final plan was scheduled for review and approval at the May 31st meeting. Dr. Varona asked for clarification on her fees.

I. Discuss and possible changes to SCCPCCD’s Bylaws

Dr. Meixell volunteered to make changes to the bylaws, highlighting them and then bringing the proposed changes for review. Mrs. Tavera will share the document. Chairman Lucero thanked her.

J. Discuss and potentially approve Finance & Operations Manager Employment Contract

Mr. Fanning said that based on Mrs. Tavera's exemplary work and tirelessly dedication to the college, he recommended that her salary be increased between \$85K to \$90K.

- Dr. Varona said he was in agreement and she has done extremely well and her communication and organization skills are good. He concurred and accepted his recommendation suggesting an increase of \$95K; Dr. Meixell said that during their special meeting, Wendy provided the comparative salaries for SCC and supported the raise;

Mr. Fanning made a motion to increase the Finance and Operations Manager employment contract from \$85K to \$95K. Motion was seconded by Dr. Varona. Dr. Meixell asked about the start of the contract. Mr. Fanning made a formal amendment, making a motion to approve the Finance and Operations Manager employment contract from \$85K to \$95K effective July 1, 2024 through June 30, 2025. Motion was seconded by Dr. Varona. 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					

K. Discuss SCCPCCD-Pima Community College Partnership IGA

Chairman Lucero stated that Dr. Phillips knew the direction we were going and asked him to draft something that addressed all the issues raised and bringing back to them and get something in place sooner rather than later.

L. Discuss Pima Community College’s HR assistance with interviews on the newly created position of “Director of Strategic Initiatives”

Chairman Lucero asked if Pima Community College’s HR could assist or consult with recruiting and interviewing for this position. Dr. Phillips agreed to facilitate a connection with Tina and Wendi and figure it out. An open discussion took place. Dr. Varona asked Mr. Pauole to stay on top of this process. Mrs. Tavera will forward the contact information to Wendi.

M. Approve Resolution of the SCCPCCD Governing Board, designating the CFO for officially submitting the Fiscal Years Annual Budgeted Expenditure Limitation reports to the AZ Auditor General (FY2024 and FY2025) (recurring yearly form)

Dr. Varona asked Mr. Pauole if he had approved the resolution. Mr. Pauole said he did not expect any issues with the form. Dr. Varona made a motion to approve Resolution # 41-1279-07 for the Governing Board designating the CFO for officially submitting the fiscal Years Annual Budgeted Expenditure Limitation report to the AZ Auditor General for the FY 2024-2025 and has been approved by our legal counsel Mr. Pauole and to authorize our Chairman Lucero to sign. Dr. Meixell clarified the CFO title. Motion was seconded by Mr. Fanning. 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					

3. EXECUTIVE SESSION ITEMS

- a. Nothing was mentioned.

4. APPROVAL OF MINUTES

A. Approval of the Minutes

Dr. Varona motioned to approve the minutes of the Regular Governing Board Meeting held on April 24, 2024, as presented, and the Special Governing Board Meeting held on May 6, 2024, 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					

B. Future Meeting Agenda Items

- a. Website
- b. Bylaws
- c. Gila Community College Provisional is going through the transition
- d. Discuss the presentation on the EDA Recompute Grant and the training center

C. Future Meeting Dates

- a. Wednesday, JUNE 26, 2024 at 3:00 p.m.

5. ADJOURNMENT

Mr. Fanning motioned to adjourn the meeting, seconded by Dr. Meixell. 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					

Having no further business to discuss, Chairman Lucero adjourned the meeting at approximately 3:12 p.m.

Minutes presented respectfully by:

Ms. Liz Collier
SCCPCCD Vice-Chairperson