



# SANTA CRUZ COUNTY PROVISIONAL COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

## Regular Board Minutes

Tuesday, JUNE 9, 2020

Santa Cruz Center  
2021 North Grand Avenue, Room 8&9  
Nogales, AZ 85621

### 1. GENERAL FUNCTIONS

#### 1.01 Call to Order:

A Regular Public Board 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, the public was invited to attend in person with social distancing recognized within the Santa Cruz Center facility or attend/participate via teleconference @ dial-in: (732) 200-1872/Meeting PIN #: 295524346. Accordingly, 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:

Ms. Collier, Board Member, led the Pledge of Allegiance.

#### *In Attendance:*

Present at the meeting were - Dr. Angela Meixell- Chairperson, Ms. Liz Collier-Vice-Chairperson, Dr. Marcelino Varona, Jr.-Board Member, Mr. Nils Urman-Board Member, Dr. Stella Perez- Executive Director/CEO, Ms. Georgina Tavera- Finance Manager, Ms. Christie Monreal- Community Engagement and Marketing Specialist, and Mr. Alex Alvarez, Security/Maintenance. The following joined the meeting telephonically: Dr. Homero Lopez- SCCPCCD Consultant, Mr. Ted Roush- PCC Vice President East Campus , Mr. Jack Lunsford- SCCPCCD Lobbyist, and Mr. Brian Nelson-PCC Advance Program Director Santa Cruz County.

#### 1.03 Adoption of the Agenda

Dr. Varona motioned to adopt the June 9, 2020 SCCPCCD Regular Governing Board Meeting Agenda as presented, seconded by Mr. Urman. Motion carried unanimously, 4-0.

Dr. Varona requested to table Information Item 3.02 as a redundant item (Discussion to revisit hosting Summer Board Retreat for strategic planning on August 15, 2020.)

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

No public member addressed the Board.

## 1.05 **STANDING REPORTS**

## **INFORMATION**

### *1.05.1 SCCPCCD Finance Manager*

### *Financial Report and Update*

- Ms. Tavera presented the 19-20 Financial Report for May. There was nothing new to present, but she pointed out the expenditures for two unusual vendors: Niche Webstores to purchase gloves for the center and vendor Prezi for the marketing annual membership; cameras were also purchased by Jose for GED testing; she added that in the deposits section, there was a confusion with the County with a misplaced check, but it had been resolved;
- In the audit area, she focused on the first page and said the auditors identified an internal issue with the payroll system and found that she was the only person adding employees showing their salaries and potentially terminating an employee; Ms. Tavera said to make this a stronger system, she added Dr. Perez to be included in the system, making this a better internal control. Dr. Perez will receive an automatic email from ADP the moment a change is made, requesting for her approval. The auditors were in agreement and approved this procedure;
- Dr. Varona mentioned that it is important to have clean audits, especially for accreditation; he said we were definitely going in the right direction. He added that we have to make sure to work with purchase orders; he also asked Mr. Roush if the Chancellor had expressed any concerns with the audit; he also asked if independent auditors also conducted the audits;
- Ms. Collier said it was not a substantial weakness but found it as a potential problem;
- Ms. Tavera and Dr. Perez were congratulated on the wonderful audit results;

### *1.05.2 Chairperson of the Governing Board*

- Dr. Angela Meixell did not have any updates or comments at this time.

### *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 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' PCC\_SCC Leadership call with PCC Maintenance & Security, they requested the SCC blueprints for review & schematic analysis. Alex Alvarez, SCC Facilities & Security Director, and Dr. Perez emailed the SCC blueprints on May 18, 2020. From these PCC M&S, the "PCC Guidelines for Social Distancing & Instructional Space Protocols" were sent, with a customized layout of "number of students per lab and classroom" for the Santa Cruz Center as per the SCC blueprint and schematic. Mr. Alvarez, Mr. Corrales, and Dr. Perez met to review the PCC Protocols, customized layout and initiated planning/implementation and student pathway strategies for the Santa Cruz Center.
- 2.) In addition to working with the Pima Community College M&S Group, our Santa Cruz Center Facilities & Security Team is collaborating with the UofA and the Santa Cruz

County School Superintendents Office on the SCC re-entry standards and best student, community, faculty, and staff options to meet CDC Guidelines.

**Goal 2. Budget**—Ms. Tavera shared the May 2020 Monthly Financial Reports for Board review, the 2019 SCCPCCD Audit, and presented the final draft of the 2020-21 SCCPCCD Budget—Dr. Perez appreciated the energy, edits, and time she has spent attending to all details and complying with state, local, and SCCPCCD budget timelines.

**Goal 3. Programs**— Mr. Brian Nelson and Mr. Ted Roush were present to share updates on: (1) 2020 PCC-SCC Summer School schedule and enrollment, (2) PCC-SCC Student Graduation numbers and outcomes, (3) 2020 PCC-SCC Fall Enrollment planning, scheduling, and marketing, (4) and finally to share dates that PCC Employees will return to the Santa Cruz Center and begin working with the Santa Cruz County Community.

**Goal 4. Personnel**— SCC Student Worker and Social Media/Facilities Apprentice, Santiago Torrecillas, was back on schedule to work with Alex Alvarez at the Santa Cruz Center supporting the parking lot/walk-up WIFI Services and the SCC upgrades to accommodate CDC guidelines, health standards, and social distancing.

**Goal 5. External Funding & Grants**— On behalf of the Santa Cruz County Education Foundation (SCC Ed Foundation), Dr. Perez informed the Board about receiving funding to support scholarships for FY 20-21 from the following foundations:

1. Educational Options Foundation
2. South 32; and we are finalizing funding proposals and grant submissions to:
3. The Nogales Family Guidance
4. 2020 IME-BECAS—Nogales Consulado
5. Southern AZ Community Foundation

**Goal 6. Marketing**— Dr. Perez said it had 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 AZ 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 marketing updates for May 2020 for the Santa Cruz Center include the following:

1. Participation in the Nogales High School & Rio Rico High School Virtual Parades & promotion through SCC Social Media;
2. Summer School online promotions in Nogales International via digital ads—using programmatic for data references to our website and contact sources, SCC eblast and email list, and Patagonia/Sonoita email promotions; Christie explained in detail the programmatic program in conjunction with Nogales International saying it will be used to promote our college and give us data results so that we now have a reference on how many people are searching for "keywords";
3. Summer School print disseminations via flyers at Michoacán, NUSD, and EdOptions Academy; Mr. Urman suggested Urgent Care;

#### 4. Promotion of SCC Parking lot WIFI & Walk-up Services for students & the community

**Goal 7. Government Relations**— Mr. Jack Lunsford presented information. See PCC Update.

**Goal 8. Future Accreditation & Provisional Status—Goal 9. Five Year Future**— Dr. Perez received a follow-up email from the PCC/Higher Learning Commission Consultant, Ms. Karen Solinski on June 5, 2020, sharing that she had met or had virtual call with three SCCPCCD Board Members, except Mr. Urman and Mr. Fontes. She asked for additional contact information to reach them more directly and ensure they were included in her final report. Dr. Perez shared the most direct information she had. She has had direct and/or virtual calls with SCCPCCD Consultants, Dr. Homero Lopez and Mr. Jack Lunsford, to include their insights and perspectives in the PCC/HLC Consultant Report. Note: Ms. Karen may also identify herself as Ms. Peterson.

Dr. Perez requested a copy of her final report to share with the SCCPCCD Board from the PCC-Provost, Dr. Dolores Duran-Cerda, who has commented that upon completion she will check on its availability for review. This concluded Dr. Perez' report.

- Dr. Varona mentioned that he really liked the promotion for the Wi-Fi hotspot, great for our community and will be very helpful for middle school and high school students;
- Dr. Meixell asked what had been the response with the Walk-Up Service;

#### 1.05.5 PCC Update

- In response to Dr. Varona's previous question, Mr. Roush said he had talked to the Executive Vice Chancellor and said PCC only use State Auditors;
- Mr. Roush informed the Board about Summer Enrollment being down by about 4%, better than expected; Fall Enrollment is down 30% perhaps due to the late open-enrollment this year or descriptive of what this will look like; he will be studying closely day-by day and getting enrollment reports daily;
- He also informed the Board that during their board meeting last Wednesday, it was recommended that they should not have any in-person classes in PCC except a lab-component class (some form of in-person component);
- Ms. Collier asked for the summer class enrollment: Dr. Lopez said there were currently 33 students and started with approximately 42 students;
- Dr. Varona asked for clarification about his latter statement "virtualized class/instruction"; Mr. Roush explained in detail;
- Mr. Urman addressed his concern about the agreement currently in place; he asked to make sure that however services are delivered, that we receive our FTSE; Mr. Roush assured him that they do the best agreement possible for PCC;
- Dr. Varona also asked Mr. Roush if it would be possible for students to come to the center for one-on-one interaction (enrollment, etc.). Mr. Roush understood the students wanting a personal connection and said they are currently planning a system on protocols; in order to protect the employees from large crowds, the plan is to invite students by appointment only and get them engaged; he will meet with Dr. Perez to discuss further; Dr. Varona said he wanted information to be able to inform the students who ask him and perhaps start marketing it;
- Mr. Roush said as of right now, this will apply for fall only; spring is still to be determined;

- Dr. Perez appreciated his FTE clarification and said that the point for the students as we are moving to this virtual environment and all computer based environment, a number of students came to the center to do their homework and used our center for all the printing needs (huge outreach); now that they will be required to do everything on line, how will Pima address all of their learning needs? How are we going to help our students if the computers will not be accessible?
- Mr. Roush said there was no reason why we couldn't welcome the students into the learning areas and be able to accommodate them with a study environment with social distancing preserved; he added that tutors can be "roaming" to support students (use the tutors in different ways such as virtually or a few hours on campus);
- Dr. Lopez commented that 14 graduated students participated virtually with PCC Counselors from Tucson regarding FAFSA, Student Aide, etc. and was a very informative and interactive meeting;

**2. APPROVAL OF MINUTES**

**ACTION**

*2.01 Acceptance of Minutes for the Regular Board Meeting, May 12, 2020*

Ms. Collier motioned to approve the minutes of the Regular Board Meeting of May 12, 2020 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		

**3. INFORMATION ITEMS**

**INFORMATION**

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

- Mr. Jack Lunsford joined the meeting telephonically; he prepared a report and update on the current status of AZ Legislature in the midst of the current pandemic, and shared comments on the recent conference call with Dr. Perez at the invitation of Representative Gabaldón. Mr. Lunsford also researched Prop. 301 developments related to the San Carlos College (as an unaccredited community college district) in Apache County and their acquisition of the annual base \$200,000 funding appropriation, confirming that the ***SCCPCCD is the only community college in AZ to NOT receive the annual base \$200,00 funding appropriation.*** He presented a detailed slide presentation regarding enrollment, etc.
- Dr. Meixell said that if this moves forward with any legislative requests that affects the college in any way, she will hold a Board discussion in-house and with PCC administrators; she thanked Mr. Lunsford for his presentation and support;

*3.02 Discussion to revisit hosting Summer Board Retreat for strategic planning on August 15, 2020*

- This item was tabled.

*3.03 Discussion and consideration of Santa Cruz Center facility re-opening*

- Dr. Meixell opened this item for discussion;
- Each Board member received a copy of the Guidelines for Social Distancing / Instructional Space Protocols;

- Mr. Roush said classes will begin in Fall; he suggested working closely with Dr. Perez to support students with virtual classes and make this a safe study location;
- Dr. Varona suggested opening the campus as soon as possible and make the community aware that the campus is open for their use, as long as the CVC guidelines are followed;
- Mr. Alvarez informed the Board the steps being taken with maintenance such as sanitizing on a daily basis, working on the soap sensors in the bathrooms, etc.; he will look into purchasing the “sanitizing sprayers”;
- Ms. Collier suggested to open mid-July and assist the students with enrollment, answer questions, etc.
- Dr. Varona asked if students can schedule an appointment to meet with someone at Pima in Tucson? Mr. Roush said that for now, the plan is August 3, but it is to be determined; Dr. Varona suggested for Mr. Alvarez to find out what the Tucson campus is doing;

**4. ACTION ITEMS**

**ACTION**

*4.01 Discussed, reviewed, and approved to reschedule the September 2020 Board Meeting to Wednesday, September 16, 2020.*

Dr. Varona motioned to approve the rescheduling of the Tuesday, September 8, 2020 Board Meeting to Wednesday, September 16, 2020 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		

*4.02 Discussed, reviewed, and approved the Summer Board Retreat*

Dr. Varona motioned to approve the Summer Board Retreat to September 19, 2020 from 9:00am – 2:00pm with catering at the PCC Board Room. Mr. Urman seconded the motion. 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		

**5. FUTURE MEETING DATES AND SITES**

**INFORMATION**

- No meeting in July 2020;
- Next Board Meeting is scheduled on August 11, 2020 at 5:00 p.m. –
  - delivery/access method TBD.

**6. FUTURE AGENDA DATES AND ITEMS**

**INFORMATION**

- Dr. Varona requested to start working on the options regarding the lease. Things to consider: Bond issue? Continue with the lease? Send a negotiating team? Extend for five years?

- Dr. Lopez will get together with Dr. Perez and work on the goals;
- Sumer Retreat Items/Topics

**7. ADJOURNMENT**

Having no further business to discuss, Mr. Urman motioned to adjourn the meeting at 6:25 p.m., seconded by Dr. Varona. 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:

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Dr. Stella Perez,  
Executive Director/CEO

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Dr. Angela Meixell,  
SCCPCCD Chairperson