

**SANTA CRUZ COUNTY
PROVISIONAL COMMUNITY COLLEGE DISTRICT (SCCPCCD)
GOVERNING BOARD
Special Board Meeting Minutes
FRIDAY, JULY 12, 2024**


2021 North Grand Avenue
Nogales, AZ 85621

1. OPENING ITEMS

A. Call to Order:

Chairman Collier called a Special Public Board Meeting of the Santa Cruz County Provisional Community College District (SCCPCCD) Board to order on Friday, July 12, 2024, at 8:30 a.m.

Pledge of Allegiance:

Dr. Varona led the Pledge of Allegiance.

Roll Call / In Attendance:

Present at the meeting were Ms. Liz Collier- Chairman, Dr. Marcelino Varona, Jr.- Board Member, Dr. Angela Meixell- Board Member, Mrs. Georgina Tavera- Finance Manager, and Consultant Wendy Faar. Mr. John Fanning was unable to attend.

B. Adoption of the Agenda

Dr. Varona motioned to approve the agenda as presented for Friday, July 12th, 2024, Special Board Meeting. Motion was seconded by Dr. Meixell. Motion carried unanimously, 3-0.

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

C. Public Comment – Call to Audience

There was no Call to the Public.

2. DISCUSSION & ACTION ITEMS

A. Chairperson of the Governing Board

- Ms. Collier informed the Board that with Mr. Lucero’s resignation, she was now the Acting Chairman of the Board. However, Dr. Varona clarified that she was the Chairman of the Board. Chairman Collier asked the Consultant, Ms. Faar, to outline the day’s procedures;
- Ms. Faar shared the overview of the process and emphasized the importance of adhering to open meeting laws and maintaining impartiality. The schedule includes discussing candidates until 8:45, transitioning into Executive Sessions for candidate evaluations, and making decisions in open sessions. Discussions about candidates will be held in Executive Sessions, with decisions made publicly. Throughout the day, they will be going in and out;
- Dr. Varona raised a concern regarding the confidentiality of discussions held in executive sessions, emphasizing the legal requirement that prohibits disclosing information outside of these sessions. He sought clarification on the possibility of certain details from the executive session being inadvertently revealed in public. Ms. Faar stressed the importance of being mindful of the information shared with individual applicants. She outlined the decision-making process, indicating that final decisions will be made through a simple "yay" or "nay" vote or possibly based on total scores, with no further discussions on the candidates thereafter.
- She discussed the interview process and explained it; she added that all candidates had received a copy of the job description and the newly adopted strategic plan; she continued to say there were ten questions and she would be asking them; she said the score was 1-10 and an overall scoring analysis. She clarified that the Board was allowed to answer questions as needed;
- Dr. Meixell said she wanted to know if people spoke Spanish but it was not a requirement; Dr. Varona said they could ask if they were bilingual but would have to be added to the questions before they started the interviews; Ms. Faar stated it could come out through some of the questions asked.
- Ms. Faar read the email she sent to the candidates explaining the process;
- Dr. Varona liked Ms. Faar’s idea of her asking the questions, making it fair and impartial; Chairman Collier concurred;
- Ms. Faar reported that out of 58 applications received, 30 were deemed unqualified. She conducted a review process to rank the top 24 applicants, with the top 12 further reviewed by the committee. From this pool, four

highly qualified candidates were selected, and their resumes were redacted. Ms. Faar recommend conducting a second interview to ensure thorough accountability in the selection process;

3. EXECUTIVE SESSION ITEMS

Dr. Meixell read the Executive Session disclosure. Chairman Collier stated for the record that the Board Members, Mrs. Georgina Tavera, and Consultant Wendy Faar would be in Executive Session. Executive Session convened at approximately 8:45 a.m.

- Regular Session reconvened at approximately 9:47 a.m. Ms. Faar stated that the next interview was scheduled at 10:15 a.m.
- At this time, Chairman Collier called a 15-minute break and reminded everyone about the importance of confidentiality and caution discussion throughout.

Dr. Varona made a motion to go into Executive Session to interview the 2nd candidate, seconded by Dr. Meixell. Motion carried unanimously, 3-0. Executive Session convened at approximately 10:09 a.m.

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

- Regular Session reconvened at 11:28 a.m.
- Dr. Varona clarified that no motions are to take place at the Executive Session and they have to reconvene to a public session.

Chairman Collier motioned to recess break for lunch. Dr. Varona seconded the motion. Motion carried unanimously, 3-0.

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

- Chairman Collier reconvened to regular session at 12:45 p.m.

Dr. Meixell made a motion to go into Executive Session to interview the 3rd candidate, seconded by Dr. Varona. Motion carried unanimously, 3-0.

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

- Chairman Collier called a recess for 30 minutes.

Dr. Meixell made a motion to go into Executive Session to interview the 4th candidate, seconded by Dr. Varona. Motion carried unanimously, 3-0. Executive Session convened.

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

- Regular session reconvened.
- Chairman Collier stated that they had successfully conducted four interviews. Ms. Faar explained the next steps. She said that two of the four candidates were closely tied on the numbers and recommended to the Governing Board a second interview process for Mr. Lucero and Mr. Carney.
- Dr. Varona concurred with Consultant Wendy’s recommendation. Dr. Meixell was happy with that decision and move forward.

Chairman Collier asked for a motion to make an offer for the second interview for the two candidates. Dr. Meixell made a motion to direct Wendy Faar to contact the two highest scoring candidates and arrange second interviews with them, preferably as many board members available, as soon as possible. Dr. Varona seconded the motion. Motion carried unanimously, 3-0.

	Ms. Liz Collier	Dr. Marcelino Varona	Dr. Angela Meixell	Mr. John Fanning
AYE	X	X	X	Excused Absence
NAY				

ABSTAIN				
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Ms. Faar stated she could facilitate again on Thursday, July 25th or July 26th in the morning tentatively at 8:30 a.m. Mrs. Tavera will provide everyone with more information. These interviews will continue via Zoom. Ms. Faar will follow up with the two candidates. At the conclusion of all process, she will provide Mrs. Tavera with everything.

4. DISCUSSION & ACTION ITEMS CONTINUED...

- A. Discussion and possible action to identify the applicants with whom the Governing Board wishes to conduct a second interview for employment as the Director of Strategic Initiatives.**
- B. Discussion and possible action to identify the applicant with whom the Governing Board wishes to begin negotiations for employment as the Director of Strategic Initiatives.**

Chairman Collier tabled these items due to deciding with the secondary interviews.

5. ADJOURNMENT

Dr. Meixell motioned to adjourn the meeting, seconded by Dr. Varona. Motion carried unanimously,3-0.

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

Having no further business to discuss, Chairman Collier adjourned the meeting at approximately 3:03 P.M.

Minutes presented respectfully by:

Ms. Liz Collier
SCCPCCD Chairman