



**SANTA CRUZ COUNTY PROVISIONAL  
COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**Regular Board Meeting Minutes**

**WEDNESDAY, SEPTEMBER 22, 2021**

Santa Cruz Center Board Room  
2021 North Grand Avenue  
Nogales, AZ 85621

**1. OPENING ITEMS**

**A. Call to Order:**

A Regular Public Board Meeting of the Santa Cruz County Provisional Community College District Governing Board was called to order on Wednesday, September 22, 2021 at 5:00 p.m. by Dr. Angela Meixell, Chairperson.

**Pledge of Allegiance:**

The Pledge of Allegiance was led by Dr. Varona.

**Roll Call / In Attendance:**

Present at the meeting were – Dr. Angela Meixell- Chairperson, Ms. Liz Collier-Vice Chairperson, Dr. Marcelino Varona, Jr.-Board Member, Mr. John Fanning –Board Member, and Mrs. Georgina Tavera- Finance Manager. Mr. Nils Urman, -Board Member was not in attendance due to health reasons. Also joining virtually were: Mr. Ted Roush, Mr. Brian Nelson, and Attorney Mr. David Pauole.

**B. Adoption of the Agenda:**

Dr. Varona motioned to adopt the Wednesday, September 22, 2021 SCCPCCD Regular Governing Board Meeting Agenda as presented. This motion was seconded by Ms. Collier. 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	Excused Absence		
Mr. John Fanning	X		

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

a. There were no calls made to the public.

**2. STANDNG REPORTS AND ACTION ITEMS**

**A. Financial Report**

*Mrs. Tavera, SCCPCCD Finance-Operations Manager, provided a review and update of August 2021 Financial Report*

- Mrs. Tavera provided everyone with an update on the savings and checking accounts;
- Items highlighted were: memories, cables, keyboards and white board purchased for computer lab #4, 2 whiteboards purchased for classroom 10 & 11 arrived damaged. They were returned, Pima banners for the parking lot were purchased and installed,

- Some of the Pima logo lights are broken and will get repaired;
- She sent an email to Board Members about the Santa Cruz Education Foundation scholarship awards; this event was scheduled for September 30, 2021 at noon; Board Members were invited; not all students will attend; the deadline for the scholarships is that Monday, September 27<sup>th</sup>.
- Brian asked Maricruz to train the counselors and Mrs. Tavera was invited to join them; Mrs. Tavera said it was a very positive experience for her;
- Dr. Varona will not be able to attend the scholarship awards due to a previous commitment;
- Ms. Collier asked about the IME-Becas scholarship report; Mrs. Tavera provided her with the information and explained this program is the one the Mexican Consulate organizes. Mrs. Tavera will follow up with the Consulate for the reports to be issued to Mexico City.

***B. Chairperson of the Governing Board – SCCPCCD Governing Board Chairperson will address any updates***

- Dr. Angela Meixell reported the following update:  
Dr. Meixell contacted Jan Brocker, President of Gila County Provisional CC Governing Board to ask how they handle legislative lobbying. They hire a 12-month consultant, Gretchen Jacobs (Arizona Governmental Affairs). Since the FTSE count went down, they are seeking accreditation.

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

- Dr. Varona attended the AZ School Board Association Law Conference saying it was a good conference and gained more knowledge; he also attended the Open Meeting Law session; he added that funds should be set aside for other Board Members to attend as this is a valuable experience;
- Ms. Collier and Mr. Roush met with the new Pima Head of Marketing, Phillip Burdick; it was an enlightening meeting and felt better after attending this meeting; she added that a few items will need to be addressed and be added to a future agenda item such as the website (current budget is \$5K and should be increased); put more emphasis on student recruitment; also, have Westward Vision come in to train people on the website and update it to our current situation;
- Mr. Fanning met with Brian and Georgina saying it was a very positive meeting and thanked them for their hospitality; he added that it was a noticeable difference up front and could not find a parking spot which was a good thing;

***D. SCCPCCD Overall Report*** (Summary of general Activities-Mrs. Tavera, Finance-Operations Manager)

- Mrs. Tavera had already covered some of the general activities earlier in the meeting;
- She added that the cleaning services was moved to part-time using the same person as before;
- She shared the invoices with Board Members and explained the notes about the benefits; a disadvantage she shared was if she is ill, they are responsible for sending a replacement, but Alex said he will take over if needed;
- Dr. Meixell asked Mr. Pauole if they could make a motion on this item and take action; Mr. Pauole suggested taking the safe approach and notice it more explicitly on the agenda on the next board meeting;
- Dr. Varona supported this item; he also asked who was doing the carpet cleaning;

- Mr. Fanning also supported this item;
- Mr. Pauole suggested for the next agenda adding the individual's name and the rate of pay to make it clear on what the board was taking action on.

***E. SCC – Santa Cruz Center Report – Brian Nelson, Advance Program Manager/PCC-Santa Cruz County (Summary of Enrollment Updates and Fall 2021 Schedule)***

- Mr. Nelson asked to update the title to “Spring 2022”; he presented the proposed Spring 2022 Schedule saying that the classes in green were *added* and the classes in red were *canceled*;
- He explained in detail all classes being offered and changes being made;
- He also explained the Writing 101S classes (split to common groups);
- Dr. Varona commented on the South 32's permit that was approved to start construction. He asked Mr. Nelson if we were planning on facilitating our offerings to meet their needs? Is there anything he is planning on doing to assist them? (i.e. Certificates in welding, etc.)
- Mr. Nelson said our workforce had engaged and will take this as an action item for the next meeting;
- Dr. Varona also asked for an update on the Border Patrol; adding that the Border Patrol had plenty of space available to offer some of the classes at their site;
- Mr. Fanning said that there were 800 Border Patrol agents in this area and asked whatever we could do to capture some of those agents and partner with them; he also asked how he found the evening classes compared to the morning or afternoon classes;
- Mr. Nelson said it was lesser right now but that it was a combination; he added that a year of COVID had changed with online classes and suggested having this as a future discussion that needed to be pursued;
- Mr. Nelson also reminded everyone about adult classes being offered with a 50% discount;
- He also presented their internal outreach from August through December showing approximately 55 activities happening at different districts/sites;
- Mr. Fanning asked Mr. Nelson to reach out to him for Rio Rico District;
- Ms. Collier mentioned a great article in the Nogales International about the U of A Program;
- Mr. Nelson also presented the future Cyber Security and Networking programs;
- Everyone thanked Mr. Nelson for his thorough presentation;

***F. PCC Intergovernmental Agreement Overall Discussion***

- Mr. Ted Roush, PCC Supervising Administrator mentioned a few items:
  - IGA: he started on August 23rd and met on August 31st to clarify his responsibilities;
  - Highlights and expectations on the IGA were also discussed;
  - He will present on a future meeting the comparison on expenses to what we plan versus what is actually being spent;
  - Mr. Roush also informed the Board that they have been addressing the items talked about in the IGA negotiations that have been expressed in the past; they have met on marketing and meeting again this Friday;
  - Housekeeping items will be presented back to the Board for their input;

- Also added in the IGA were Metrics for Success;
- He added that an annual meeting is coming up in January and needed the following information: set a date for the annual meeting, who should attend, propose a structure to the meeting, and come up with a draft agenda; he took responsibility for those items except for setting the date; their input will be very much appreciated;
- Dr. Meixell requested the list and questions be sent to them to review it and to make a proposal for an action item at the next board meeting; he will send them the list and the questions;
- He added that they gave themselves a deadline of October on the Metrics mentioned before;
- His final point was for the Board to say that ultimately, they did the right thing and are getting the right results;
- Dr. Varona said this was the reason he wanted Mr. Roush to continue; he also addressed the issues brought up by Mr. Roush and said to make a final decision on the retreat;

***G. Discussion and potential action to approve new employment contract for Mrs. Georgina Tavera as Finance and Operations Manager, Effective October 1, 2021***

- Dr. Varona asked Mr. Pauole to approve the proposed contract; Mr. Pauole said he had drafted the contract and said it was very straight forward and certainly included all requirements of Arizona Law.

Dr. Varona made a motion to accept the recommendation of our attorney Mr. David Pauole to enter into a management employment contract with Mrs. Georgina Tavera as presented. Motion was seconded by Ms. Collier. *Discussion:* Dr. Varona added that it was appropriate at this time to enter into this agreement and that Mrs. Tavera had done very well with her experience and interpersonal skills; he added that she works well with all Board Members and is very organized despite this stressful event; he fully supported this contract; Ms. Collier concurred with Dr. Varona and thanked Mrs. Tavera for being so patient; Mr. Fanning said we were moving in the right direction. 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	Excused Absence		
Mr. John Fanning	X		

**3. APPROVAL OF MINUTES**

***A. Approval of the following Board Meeting Minutes***

- Special Board Meeting: 11-07-2020
- Regular Board Meeting: 08-17-2021

Ms. Collier motioned to approve the Regular Board Meeting of 08-17-2021 as presented, seconded by Mr. Fanning. 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	Excused Absence		
Mr. John Fanning	X		

Ms. Collier made a motion to approve the Special Board Meeting of 11-07-2020 as presented, seconded by Dr. Meixell. Motion carried, 3-0. Note: Dr. Varona abstained due to him not being present at the meeting.

<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	Excused Absence		
Mr. John Fanning	X		

***B. Future Meeting Date – October 19, 2021***

- Agenda: TBD

Note: Mrs. Tavera introduced Ms. Laura Franco, Regional Manager of the U of A, and said she wanted to present an update on the industry focused programs being offered at the U of A in Nogales at the next board meeting.

***C. Future Agenda Dates and Items***

- Dr. Varona:
  - i. Talk on lobbyist
  - ii. Legislature starts in January
  - iii. Discuss adding a filtration system on campus;
  - iv. Board Retreat

**4. Executive Session Items**

- Nothing was addressed.

**5. Adjournment**

Having no further business to discuss, Dr. Meixell adjourned the meeting at 6:31 p.m.

Minutes presented respectfully by:

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Ms. Liz Collier  
 SCCPCCD Vice – Chairperson