



# SANTA CRUZ COUNTY PROVISIONAL COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

## Regular Board Meeting Minutes

**TUESDAY, OCTOBER 19, 2021**

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

### 1. **OPENING ITEMS**

Dr. Angela Meixell began by making the announcement of the passing of Governing Board Member Mr. Nils Urman on October 14, 2021. His funeral services will be held on October 30th at Martinez Funeral. Board Members had a moment of silence as a mark of respect to Mr. Urman.

#### **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, October 19, 2021 at 5:00 p.m. by Dr. Angela Meixell, Chairperson.

#### **Pledge of Allegiance:**

The Pledge of Allegiance was led by Ms. Collier.

#### **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. Also joining virtually were: Mr. Ted Roush, Mr. Brian Nelson, and Attorney Mr. David Pauole.

#### **B. Adoption of the Agenda:**

Ms. Collier motioned to adopt the Wednesday, October 19, 2021 SCCPCCD Regular Governing Board Meeting Agenda as presented. This motion was 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			
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 September 2021 Financial Report*

- Mrs. Tavera provided everyone with the financial reports, sharing the balances as of September 30, 2021: Savings: \$2.9K / Checking: \$118K;
- Expenses highlighted were: \$147 for the locksmith to change the locks in her office filing cabinets, \$45 Baskets to Go, \$250 for the final payment for analysis to The Lunsford Group, \$7,741 paid to PCC for Summer-2021 semester, and \$200 for Ivideon for the PCC Testing Center cameras to be able to monitor students at testing time;
- No questions were asked by any of the Board Members;

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

- Dr. Angela Meixell reported the following update:
  - Mr. Ted Roush has outlined the plans for the January joint SCCPCCD meeting and sent a draft agenda to everyone; she said to feel free to send him any suggestions for that meeting; Mr. Roush will be arranging a date soon and will be facilitating the meeting as well;

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

- Ms. Collier had nothing to share
- Dr. Varona said some of the items on Mr. Roush’s agenda could be discussed during their retreat instead and be more prepared before they walk into the January meeting;
- Everyone concurred with Dr. Varona;

### D. *PCC – Santa Cruz Center Report – Mr. Brian Nelson, Advance Program Manager/PCC-Santa Cruz County (Summary of PCC-SCC Fall 2021 Enrollment and Spring 2022 Schedule Updates)*

- Mr. Nelson presented the “Student Success Registration Pima Guide” that they normally share with everyone and said that for the first time, they will try a shorten version for Santa Cruz County specific; he also spoke in depth of what Santa Cruz County specifics needs were (this was a Tucson publication);
- Before his presentation, he announced that in the November meeting, the department Head for Networking and Cyber Security will be presenting and discuss the grant received;
- He reviewed page by page, covering the following:
  - Price Comparison (FAFSA, etc.)
  - Financial Aid page is in English and Spanish
  - Enrollment Advising (MyPima)
  - Pima “at your service” (public safety, 55 and over pay half tuition, etc.)
- Ms. Collier said this information was meant to inform the community only and share what programs that we have available; she briefly discussed the “How to Get to College” publication;
- Dr. Varona said that the publication’s purpose was to inform and not necessarily to recruit; he suggested adding a section to inform the Santa Cruz County

residents that they are paying for SCCPCCD with their property taxes; Dr. Varona said the publication was a great idea and a very powerful tool;

- Dr. Meixell suggested adopting parts of the Helios statement;
- It was asked how will this be distributed? Hard copies? Website? Do students pay activity fees?

**NOTE:** At approximately 5:20 pm, Dr. Meixell announced that Attorney Mr. David Pauole, Mr. Ted Roush, and Ms. Laura Franco from U of A joined the meeting;

#### ***E. U of A Presentation***

- Ms. Laura Franco, Regional Manager Southeast Arizona, joined the meeting to update the Board. She oversees the Douglas, Sierra Vista, Nogales and Sunnyside locations (Southeastern AZ); her assistant and right hand is Mr. Alan Aguirre; he is the Sr. Student Success Coordinator and is stationed in the Nogales location;
- Dr. Varona asked for clarification on the correct name; Ms. Franco said the correct name was The University of Arizona Nogales (not Santa Cruz); Dr. Varona stated that we need to change the sign posted in the front school to reflect the accurate name;
- She spoke about the way U of A and Nogales use the community (it is a community focus campus);
- Other topics covered were:
  - Students Serve: Average age of 27/ 98% Hispanic / Binational / First Generation;
  - Industry Pillars (based on location; unique degrees); the goal is to complete first two years in Pima and then transfer; at the end, have them find a job and give back to their communities;
  - She explained the different Industry Pillars offered;
  - Current Enrollment: 26 students currently enrolled in the University of Arizona in Nogales; most popular programs are Human Services, Administration of Justice, Elementary Education, and Psychology; a fifth recent program added was Organizational Leadership and Regional Commerce;
- She was thanked by all Board Members for her presentation, and she provided them with her contact information for any future questions or needs;

#### ***F. Discussion and potential action to approve employment of Ms. Maria Barragan***

Ms. Collier made a motion to approve employment of Ms. Maria Barragan, seconded by Dr. Varona. *Discussion:* Dr. Varona asked for the recommendation from Mrs. Tavera. Mrs. Tavera informed the Board that by hiring Ms. Barragan as a part time employee, she would not qualify for benefits or any overtime; the downside to this was when she is ill or not able to come in, but Mr. Alvarez is aware and will assist as needed; this will give us a cost savings of \$10k per year; this analysis also covers the cleaning supplies; Mr. Fanning asked if Ms. Barragan understood about the benefits; Ms. Collier asked about the \$12 per hour clarification; Dr. Varona mentioned that she would qualify for federal government assistance; Dr. Varona also asked for the effective date; Ms. Tavera said November 1<sup>st</sup> will be her effective date, allowing Ms. Barragan to submit her two-week notice. Mr. Pauole informed the Board that in terms of benefits, she will accrue paid sick leave because of AZ Law of a minimum of 1 hour of paid sick leave for every 30 hours worked; 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			
Mr. John Fanning	X		

***G. Discussion and potential action of need to hire lobbyist***

- Dr. Varona was unaware if the financial resources were available; he added it was important to watch for the players in the community college arena and make sure there was no movement that will be adverse to a provisional community college; at the end of the Legislative Session, they received disturbing news and the information received from the lobbyist was totally inaccurate; when our Attorney contacted our lobbyist to find out the accurate happenings, we were still billed \$250 for his conversation with the Attorney;
- Dr. Varona asked Mr. Roush to please speak with the Chancellor and their lobbyist, at least for this Legislative Session, and have someone watch out for us and assist us with that; he suggested adding this to his agenda and speak about a lobbyist for next fiscal year;
- Mr. Roush said that as part of the IGA, it will align its lobbying efforts on behalf of both institutions; the missing piece and an item considered for the upcoming retreat is to identify the legislature priorities and present them to the College;
- Dr. Varona said this will be included in the retreat agenda; the priorities will be shared with Mr. Roush to share with the Chancellor; he will not worry about hiring a lobbyist for this year but should be included for next year’s budget;
- Dr. Meixell said it was very important and said they will get back to him after the retreat;
- Ms. Collier addressed her concern about how it all relates; what we want versus what we need;
- Mr. Roush explained their approach and elaborated and said it will be open;
- Dr. Varona also addressed his concern and said the point is that he will be the “watch dog” to make sure they do not do anything against the original Community College; he commented to make sure we watch ourselves and not take anything for granted;
- Mr. Pauole suggested providing the language of those proposals to Pima and also get clarification from Pima if this is something they supported, proposed, opposed, or indifferent, to get a sense if Santa Cruz needed to have somebody to be in the lookout for that type of proposal;
- Dr. Varona asked for the language for the retreat; Mr. Pauole said the language was on the most recent legislative session; Dr. Varona asked Mrs. Tavera to make this available for the retreat;
- Mr. Fanning asked if the current Pima lobbyist would be looking out for us? Is it assumed that anything Pima is in favor will be aligned? For those that are “indifferent”, will we have the backing and support of that lobbyist effort?

- Mr. Roush said these were great questions and felt he was a bit ahead but suggested to first identify the priorities and then discuss what the “indifferent” looks like, possibly after the retreat;

***H. Discussion and potential action of addition of HVAC filtration system***

- Dr. Varona suggested notifying the landlord this is what other schools have implemented and it was his responsibility to have a filtration system in place; he added it was very important for our students, faculty, and visitor’s safety;
- Mr. Fanning agreed with Dr. Varona being this a safety issue and should be looked at as a priority;
- Dr. Varona suggested adding this to the upcoming agenda and wait to hear back from Mr. Roush and Mr. Nelson on this issue; then have our Attorney draft a letter addressed to the landlord;
- Ms. Collier said we make sure we comply to those standards;
- All Board Members concurred;
- Mr. Roush said this was discussed in the past (changing filters) around a year ago; he didn’t have facts but will look into it further;

***I. Discussion and potential action date and subjects for Board Retreat***

- Dr. Varona suggested having it any time during the first two Saturdays in November or December; he suggested November 6 or November 13; he wants to make sure everyone is properly prepared for the January meeting that will be coordinated by Mr. Roush;
- It was agreed by all to hold the Board Retreat on November 6, from 9am – 2pm;
- Mr. Roush will assist with the planning; Dr. Meixell and Mrs. Tavera will work on the agenda with him;
- The important matters to Dr. Varona were individual preparation for the January Community College meeting and second, make a decision on what to do when this lease runs out for the 5-year period (at the very least we set up a plan of options); his third item was to have Mrs. Tavera draft a tentative budget for next year (what was the budget and what was spent?);
- Dr. Meixell thanked Mr. Roush and asked everyone to forward any ideas or suggestions for the upcoming Board Retreat

***J. Discussion and potential action of needed increase of marketing budget***

- Ms. Collier talked about the \$5,000 budget saying more funds are needed for marketing, suggesting at least \$10k most likely more; she added tutors had not been hired and funds were available; she will have better numbers and bring it back to the Board as an action item;
- She concluded by saying she had talked to Jonathan about an article in the Nogales International;

**3. APPROVAL OF MINUTES**

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

- Regular Board Meeting: 09-22-2021

Mr. Fanning motioned to approve the Regular Board Meeting minutes of 09-22-2021 as presented, 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			
Mr. John Fanning	X		

***B. Future Meeting Date – November 16, 2021 at 5:00 pm***

- Agenda: TBD
- Dr. Varona informed everyone that there is no meeting scheduled during the month of December;

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

- Dr. Meixell said any items not part of the upcoming retreat should be included on this agenda;

**4. Adjournment**

Ms. Collier motioned to adjourn the Regular Board Meeting 10-19-2021, 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			
Mr. John Fanning	X		

Having no further business to discuss, Dr. Meixell adjourned the meeting at 6:11 p.m.

Minutes Presented Respectfully by:

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Ms. Liz Collier  
 SCCPCCD Vice – Chairperson