



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

Regular Board Minutes

TUESDAY, NOVEMBER 10, 2020

ZOOM Meeting

<https://santacruzcenter-org.zoom.us/j/2422890315>

1. OPENING ITEMS

- Call to Order / Pledge of Allegiance / Roll Call

A Regular Public Board Meeting of the Santa Cruz County Provisional Community College District Governing Board was called to order via Zoom at 5:01 p.m. by Dr. Angela Meixell, Chairperson.

Pledge of Allegiance:

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

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. Nils Urman-Board Member, Dr. Stella Perez- CEO/Executive Director, Ms. Georgina Tavera- Finance Manager, Mr. Ted Roush,- PCC, Mr. Brian Nelson- PCC, and Ms. Christie Monreal- Community Engagement and Marketing Specialist. Mr. Victor Fontes, Board Member, was not in attendance.

- Adoption of the Agenda

Dr. Varona informed the Board about the missing items he had previously requested to be part of this agenda and asked to be added to the upcoming Board meeting agenda.

Ms. Collier motioned to adopt the November 10, 2020 SCCPCCD Regular Governing Board Meeting Agenda as presented with above notification. This motion was 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		

- Public Comment – Call to the Audience

- No one addressed the Board

2. STANDING REPORTS

A. Financial Report

- Ms. Georgina Tavera, Finance Manager, presented the 2020 Monthly Financial Reports for October starting with the Savings Balance of \$2,296,807, Checking Balance of \$122,621, and the pending items of \$4,469 (in-transit items);

- She informed the Board about adding a description to the amounts for more clarification; the only unusual charge that was higher than previous months was for Copygraphix, copier service, due to the mass mail copies made for Pima Community College;
- No questions were asked by any of the Board Members; the only comment made was from Ms. Collier saying she had not received her property tax bill noting the amount paid specifically to the SCCPCCD and all Santa Cruz County educational services.

B. Chairperson of the Governing Board

- Dr. Angela Meixell shared the following:
 - October 22 – Online meeting with Chancellor Lambert, PCC Board Chair, Dr. Perez, Dr. Moses, attorneys from both colleges (Dave Pauole-SCCPCCD; Jeff Silvyn-PCC), Mr. Nelson, and Mr. Roush about the “Solinski Report” (relationship between colleges); it was a very cordial meeting indicating that PCC would like to start planning for review and adoption of the next PCC/SCC IGA and also indicated working with SCCPCCD on the 2021 legislative agendas, and supporting mutual positive outcomes. The Solinski Report changed the November/Fall 2020 SCCPCCD Board Retreat agenda as the timelines and “penultimate status” was important regarding response relative to final reporting;
 - The Retreat was very productive and Dr. Meixell thanked the SCC Staff for the event planning and the two consultants for their participation; the agenda began with a presentation by Mr. Lunsford on ‘AZ Open Meeting Law’ with brochures for each Board Member; then Dr. Lopez spent the remainder of the retreat reviewing the Solinski Report, with a goal of better understanding the report through discussion and dialogue; Board Members were asked to provide feedback within the next couple of weeks to Dr. Lopez; a summary report will then be drafted by Dr. Perez, Dr. Lopez, and Mr. Lunsford and will bring to the January 12th Board Meeting;
 - Dr. Meixell received an email from Mr. Fontes that included a letter addressed to the Higher Learning Commission asking to be included in the Board Meeting. The only way to address it in this meeting was through a summary report; the four-page letter provided Mr. Fontes’ detailed opinion about the SCC facilities and current hazardous issues; all Board Members also received a copy of the email for their review.

C. Members of the Governing Board

- Ms. Collier said it was a good retreat; she suggested having another retreat in the Spring for the New Board Member to participate and work on future plans;
 - She asked Dr. Meixell about the letter submitted by Mr. Fontes and if there was any follow up needed;
- Mr. Urman appreciated the Retreat discussion and conversation that took place with the report and some of the input perspectives received from everyone including our consultant; he is not prepared to write any response until he gets clear understanding on the intent of the report; he added that it is far more important to understand why this person was contracted and why he came down here-- what was the goal and purpose of this? He felt that without this, we could not properly respond;
- Dr. Varona apologized for not attending the 2020 Fall Board Retreat due to a medical reason out of his control;
 - Regarding the Retreat report, he agreed with Mr. Urman and instead, suggested organizing a special meeting sometime this month or in December to talk about the Solinski Report before a formal response was made to PCC;

- He commented on Mr. Fontes’ letter saying it should be included as a future item of discussion; he felt it was important for the public to know that during Mr. Fontes’ 4-year term, he missed 50% of the meetings and left early during other meetings; he was not an active participant of the SCCPCCD Board; and he added that this was an issue between Mr. Fontes and the Santa Cruz Center landlord, not the Board (the SCCPCCD is not active member of the Higher Learning Commission (HLC);
- Dr. Varona reminded everyone about being active members of the Arizona School Board Association and attend their Annual ASBA Law Conference that take place the first week in September every year; the Open Meeting Law is discussed in detail and is presented by an Educational Attorney who is well informed and practices this on a daily basis;

*D. CEO’s Update - NOTE: The agenda received by Board Members was incorrect-it included item 2.D as **Board Transition/HR Update**; all other readers did receive the correct version which showed item 2.D as **CEO’s Update**.*

Dr. Perez provided the following CEO update for November 2020 regarding Goals:

Goal 1. Facilities— The 2020 updates to the Santa Cruz Center and property at 2021 N. Grand Avenue, Nogales, AZ included the following:

- June 28, 2020 water break – we continue to follow the guidelines of the ACT Environment Inc. Report to the end. Alex Alvarez and Dr. Perez reviewed the final stages of the finishing work with American Technologies Inc. (ATI), and focused on a completion timeline set at Wednesday, December 16, 2020. As noted, they have secured ADEQ (AZ Dept. of Environmental Quality-division of EPA), and full certification of the Asbestos (NESAP) National Emissions Standards for Hazardous Air Pollutions Permit. Pima Community College Facilities Department, upon request, will also maintain a copy of the certification onsite and remediation or removal of hazardous material. Note: Dr. Perez “froze” at this time and the Board continued to the next agenda item—
- The lease was waived for three months for now;

Goal 2. Budget—Ms. Tavera has shared the Oct. 2020 Monthly Financial Reports for Board review. As year-end approaches, we are reviewing compliance processes and working with PCC on reporting and procedural informational exchange.

Goal 3. Programs—Brian Nelson and Ted Roush shared updates on the 2021 PCC-SCC Spring Schedule, with registration open.

Goal 4. Personnel—The SCC Staff Meetings continue to be held via Zoom Meeting, and focus on operational deadlines, facility and remodel scheduling, new marketing and community outreach opportunities, student scholarship options, and Spring Semester developments.

Goal 5. External Funding & Grants— The Santa Cruz County Educational Foundation (SCC Ed Foundation) has partnered with the Southern Arizona Logistics Education Organization (SALEO), to offer 10 new student scholarships for Santa Cruz Center Students in Logistics and Transportation Programs. The funding is focused on a growing career track and an economic driver of Santa Cruz County. This is scheduled for Spring 2021;

Goal 6. Marketing— On October 3, 2020, Vice Chair Collier and Dr. Perez had a very positive and productive conversation with the PCC Vice Chancellor of Marketing, Lisa Brosky, Ted Roush and Brian Nelson. There was a variety of broad topics and promotional ideas exchanged, from digital, print, social media and radio as the most impactful way to reach the SCC Community and students. A long-term request the PCC ‘Brand Standards’ guide, was forwarded

promptly following the meeting, and according to Ms. Brosky, the PCC Marketing Team is currently working on an addendum with identity guide pages for Santa Cruz County. In addition, Ms. Brosky, proposed the creation of a PCC Promotional Menu of Marketing & Promotional options from which the Santa Cruz Center could choose and select which products and/or promotional pieces best suited the event or presentation and request the materials from PCC. There was a discussion on timeliness and event deadlines, and ideas on process points were identified for next steps. A follow-up meeting is scheduled for November 23, 2020.

Goal 7. Government Relations— The SCCPCCD Fall 2020 Board Retreat Open Meeting Law Session included a series of materials, presentation slides, and a copy of the most current edition of *'The AZ Open Meeting Law'*. There is copy for each Board Member if you did not receive yours at the Retreat.

Goal 8. Future Accreditation & Provisional Status—Goal 9. Five Year Future— The SCCPCCD Board Chair and Board Members shared their observations on the PCC Consultant Report by Ms. Karen Solinski, and have initiated Dr. Lopez, Dr. Vanis, and Dr. Perez to gather the observations and comments from the 2020 Fall Board Retreat and base these as the initial process for the SCCPCCD Response and bring forward to the board members to consolidate;

This concluded her report. The floor was open for any comments or questions.

- Ms. Collier asked Mr. Roush if he knew why Ms. Karen Solinski was hired to do this report? Mr. Roush was unable to respond and said he will address this back to Dr. Moses and get a better answer;
- Dr. Varona asked if rent was current with the Landlord; Dr. Perez responded that the rent was waived until January 2021;
- Mr. Urman had no questions and thanked Dr. Perez;
- Dr. Meixell said she also had a telephone call scheduled with the Chancellor on November 17th and will also ask about the report;

E. PCC-Santa Cruz County Report

Mr. Roush did not have anything to report; Mr. Nelson reported the following:

- Per the Board's request to investigate Cyber Security and seeing what part of this program could be introduced to SCC, he presented the Cybersecurity AAS program being offered;
- Mr. Nelson explained the program in detail (he was able to share the chart showing the different classes offered each semester); he added that once the student completes the 1st Semester set of six classes, they are eligible to receive the IT Technician Certificate (stackable degree); he added that there is a great chance that during the first two semesters, the three different CIS (Computer Information System) classes for each semester will be offered to SCC; the other classes are being offered already;
- Meet-Your-Major activities will take place and will include the Cybersecurity and the Networking so students can start learning more about it;
- Ms. Collier asked if this was open only to Pima Community College students? Mr. Nelson said it was open to anyone. She suggested having this as an article in the newspaper and targeting the produce people as they have shown interest; she offered drafting a quick article to attract outside people and see this as an opportunity;
- Dr. Varona also suggested him working with the Executive Director of the Fresh Produce Industry and the President of the Board Authority as they can stream all of this out and market it for us; this will be more impactful right now and quicker than an article; they might ask for him to make a presentation as well; he agreed that the interest level will be very high;

- Dr. Varona also asked Mr. Roush about the Auditors General Report that comes out every year, and asked why is it that every community college always include data for the courses offered and given college credits, but we are the only community college that report zero data; he asked if any college students take dual enrollment classes? Mr. Nelson had not seen the report and was not able to respond at this time; he was asked to look into it and have this as an agenda item in January; Dr. Varona added that we have lost 50% of student population, too, and would like to further discuss; he requested to include this on the agenda as dual enrollment discussion;

F. Review and Discussion of PCC/SCC Marketing –

- Ms. Collier said a meeting with Mr. Roush and Ms. Lisa Brosky took place and thanked Mr. Roush, showed her appreciation; Ms. Brosky shared many great promotional ideas and different sources for advertising; Ms. Brosky will be creating a promotional menu of items with different offerings and options allowing the SCC to choose what works best (explained in detail); once this menu is completed it will be discussed with the Board to see what the best path moving forward will be. In addition, Ms. Collier said Ms. Brosky sent them the local standards for Pima; at this point there is no treatment for how to treat the PCC logo with our SCC logo, but they will be working on that and try to incorporate it; a follow-up meeting is scheduled for November 23, 2020;
- Mr. Roush appreciated the meeting and the approach taken by Ms. Brosky;

G. Board Transition / HR Update –

- Farewell to Mr. Fontes, SCCPCCD Board Member and Ms. Christie Monreal, SCCPCCD Community Engagement Coordinator
 - Dr. Meixell said this would have been Mr. Fontes last Board meeting as his term will end on December 31, 2020 and announced that Mr. John Fanning, Rio Rico District, will be taking this position;
 - She also wished Ms. Monreal the best as the Gear Up Coach; Ms. Monreal was thanked and wished well by all Board Members;

3. APPROVAL OF MINUTES

A. Approval of Minutes for the Regular Board Meetings held on September 2020 and October 2020

Ms. Collier motioned to approve the revised minutes of the Regular Board Meeting held on September 16, 2020 as presented, 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		

Dr. Varona motioned to approve the minutes of the Regular Board Meeting held on October 13, 2020 as presented, seconded by Mr. Urman. 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		

4. INFORMATION / DISCUSSION / ACTION

A. SCC Water Leak and Lease Waiver Update

- Dr. Perez provided an update during her CEO report, but on this topic, she added that the reason they are still not using the school facility is because they are still laying down the carpet and is a challenge to work due to the paint smell; the facility is not open for public use, but they do have access to the laptops and the Wi-Fi parking lot;
- Based on the recommendation by the contractors and Dr. Perez, is in the best interest that the facility stays closed until further notice; December 15th is the current target date to reopen the facility and at that time, they will evaluate the air quality and also pass a series of different tests conducted by ADEQ to be certified;
- She concluded by saying Mr. Dino Panousopoulos was accommodating for the 3-month lease waiver, saving the college \$75,000 in rental fees, until January 1, 2021;
- Ms. Collier asked if the smell was due to the formaldehyde from the carpet; Dr. Perez said it was the formaldehyde and the paint fumes.

B. Future MEETING Dates and Sites

- January 12, 2021: Regular Board Meeting @ 5:00 p.m.
 - Delivery Method: TBD
 - Location: TBD
- Dr. Perez informed the Board that on behalf of Mr. Fanning, he wanted to share with them that the Santa Cruz Valley USD No. 35 also hold their Board meetings on the 2nd Tuesday of each month at 5:00 p.m.; Dr. Varona recommended waiting until January for further discussion before any changes are made (i.e. get a commitment, etc.); this will be an agenda item in January 2021.

C. Future AGENDA Dates and Items

- Dr. Varona requested to have the following items on the upcoming agenda for discussion:
 - Pima Community College present us with evaluation instruments of the CEO;
 - Review the CEO Contract with an attorney present to be under the same understanding as we approach the final year;
 - Look over the format with Cochise College originally to have a discussion and get input from Pima Community College;
 - On the Legislative Priorities, he asked for a discussion to not have any feelings or discussions until they have been prior approved with the Chancellor to prevent what happened last time;

- Stream our meetings so that Chancellor can look in and see what we are doing; very important and is time to do so;

5. ADJOURNMENT

Dr. Meixell wished everyone Happy Holidays. Having no further business to discuss, Dr. Meixell adjourned the meeting at 6:50 p.m.

Minutes presented respectfully by:

Dr. Stella Perez,
SCCPCCD Executive Director/CEO

Ms. Liz Collier,
SCCPCCD Vice – Chairperson