

**SANTA CRUZ COUNTY
PROVISIONAL COMMUNITY COLLEGE DISTRICT (SCCPCCD)
GOVERNING BOARD**

**Regular Board Meeting Minutes
WEDNESDAY, JANUARY 22, 2025**



2021 North Grand Avenue ~ Nogales, AZ 85621

1. OPENING ITEMS

A. Call to Order:

Board Member Dr. Varona called a Public Board Meeting of the Santa Cruz County Provisional Community College District (SCCPCCD) Board to order on Wednesday, January 22, 2025 at 3:00 p.m.

Roll Call / In Attendance:

Mrs. Tavera took roll call with the following in attendance: Dr. Angela Meixell- Board Member, Dr. Marcelino Varona, Jr.- Board member, Dr. Melisa Lunderville-Board Member, Dr. Carrie Pottinger- Board Member, Mrs. Georgina Tavera- Finance Manager, Mr. Greg Lucero, Ms. Maricruz Ruiz, and Dr. Morgan Phillips. Mr. Pauole, District Attorney, joined virtually. Mrs. Dina Sanchez was not in attendance at this time. Dr. Varona informed the new Board Members about Attorney Pauole and added that he was part of all of the meetings for legal advice guidance.

Pledge of Allegiance:

Gabriel Leal from the University of Arizona led the Pledge of Allegiance.

B. Adoption of the Agenda

Dr. Varona announced that they would proceed with the agenda as outlined, but Item L would be tabled since Mrs. Sanchez was not prepared to present. Dr. Varona entertained a motion to accept the agenda of Wednesday, January 22nd as recommended with the exception to table Item L, Adult Ed Workforce Development Update. Dr. Meixell made a motion, seconded by Dr. Pottinger. Motion carried unanimously, 5-0. Mrs. Sanchez arrived at 3:03 p.m.

	Dr. Marcelino Varona	Dr. Angela Meixell	Dina Sanchez	Dr. Melisa Lunderville	Dr. Carrie Pottinger
AYE	X	X	X	X	X
NAY					
ABSTAIN					

C. Public Comment – Call to Audience

There was no Call to the Public.

2. STANDING REPORTS & ACTION ITEMS

A. SCCPCCD Board Chair Selection

Dr. Varona, Jr. provided an overview of the Board's structure, explaining the proposed rotation for leadership roles. This year, Dr. Meixell was nominated for Chair, while Dr. Varona himself was in line for Vice-Chair. With this protocol in place, the Board appointed Dr. Meixell as Board Chair for the upcoming year. Dr. Lunderville made a motion, seconded by Mrs. Sanchez to name Dr. Meixell Chairman of the Board for the ensuing school year. Motion carried unanimously, 5-0.

	Dr. Angela Meixell	Dr. Marcelino Varona	Dina Sanchez	Dr. Melisa Lunderville	Dr. Carrie Pottinger
AYE	X	X	X	X	X
NAY					
ABSTAIN					

B. SCCPCCD Board Vice-Chair Selection

Dr. Meixell entertained a motion to elect Dr. Marcelino Varona, Jr. for Vice Chair for 2024-2025 school year. Motion was moved by Mrs. Sanchez, seconded by Dr. Lunderville. Motion carried unanimously, 5-0.

	Dr. Angela Meixell	Dr. Marcelino Varona	Dina Sanchez	Dr. Melisa Lunderville	Dr. Carrie Pottinger
AYE	X	X	X	X	X
NAY					
ABSTAIN					

C. Financials – Mrs. Georgina Tavera, Finance Manager

Mrs. Tavera provided a review of the financial reports for November and December 2024. She mentioned the non-recurring expenses. She shared the balances and treasury accounts for November and December. She also shared the Chase statements. In December, there were a few IT charges. As a note, they will be replacing the new Board pictures. She mentioned the Pima billing corrections and SMART savings fund (marijuana fund.) She attached the C-Creo in-kind report alongside the grant cost sheet. She highlighted the various scholarships

awarded and announced an event scheduled for next Monday at 5 PM at the SCCPCCP. Ms. Collier, a former Board Member, compiled a comprehensive binder of all contracts and leases, which is still a work in progress.

- Dr. Varona inquired about the report on the minutes from Gila Provisional Community College. Mrs. Tavera confirmed she had emailed him the scanned document and had a binder as well. Dr. Varona emphasized the significance of understanding that only two provisional colleges exist in the entire state. Gila has transitioned to Gila Community College as part of their accreditation process. He noted the importance of staying informed about Gila's developments so that we are fully prepared when it is our turn to undergo accreditation.

D. Chairperson of the Governing Board

Chairperson Meixell officially welcomed the new Board Members Dr. Melisa Lunderville and Dr. Carrie Pottinger adding they were thrilled to have them join them. She announced that Border Echo had named Maricruz Ruiz as Person of the Year. Additionally, this week marks the joint board meeting with Pima Community College.

E. Members of the Governing Board

Dr. Meixell read the Board’s Statement. Board members had nothing to share at this time.

F. C-Creo Grant Letter of Support

Mrs. Kerri Muñoz, C-Creo Gear Up Director, along with Maya Donnelly, presented vital information to the board members regarding the program funded by a 7-year grant, which is concluding this year. She discussed various initiatives, including the Hub, C-Creo, and partnerships with different colleges, as well as tutoring services, FAFSA nights, Pima enrollment, internship opportunities, and family engagement events. Mrs. Muñoz noted that they narrowly missed a grant opportunity in 2024 by just three points. Currently, they are working with approximately 782 students in their cohort. The grant will be finalized on February 3rd, benefiting the class of 2031, with a focus on promoting college attendance—aiming for 20% of graduates to remain in the area. She also sent Mrs. Tavera a comprehensive worksheet containing all the relevant information.

- Mrs. Sanchez asked about the volume of students for math and writing tutoring; they will try to include the tutoring information on the D2L. Mrs. Muñoz elaborated and shared what they were doing.
- Dr. Varona praised the program as "magnificent" but raised concerns regarding the rental aspect. He explained to the board that charging rent could significantly impact their budget, costing \$22,000 annually for the space and an additional \$154,000 for the adult education night program. He noted that the request for another \$154,000 contribution adds further strain, as this rent falls outside their expenditure limitations. Dr. Varona emphasized that this situation places considerable pressure on Jose regarding the computer program, which is already facing budget constraints. He asked if South32 Could somehow assist.
- Mrs. Muñoz clarified that while they are unable to provide rent, Gear Up was ready to support the program in other ways, such as by enhancing technology that benefits students. She expressed their willingness to collaborate on solutions. Dr. Varona voiced his support for the grant, recognizing it as a crucial pathway to increasing enrollment. He asked Mrs. Rivera and Jose to explore how they could assist in securing the necessary technology resources.
- Dr. Meixell asked about the narrative “received listing things”; Mrs. Munoz said they were suggestions and asked to disregard some of the templates. She also mentioned the Consortium Committee and asked if Mrs. Rivera would like to be a member of such. Mrs. Sanchez also provided a letter of support.

Dr. Varona made motion to instruct Mr. Lucero to write a letter of support and to attach the core worksheet. Motion was seconded by Mrs. Sanchez. Motion carried unanimously, 5-0.

	Dr. Angela Meixell	Dr. Marcelino Varona	Dina Sanchez	Dr. Melisa Lunderville	Dr. Carrie Pottinger
AYE	X	X	X	X	X
NAY					
ABSTAIN					

G. PCC-Santa Cruz Center Report

Mrs. Maricruz Ruiz, PCC Supervising Administrator, presented an encouraging report on the spring semester. Current enrollment stands at 821 (duplicated numbers) with a headcount of 335, reflecting a 12% increase from last spring. FTSE was at 83, up 11% from last year, and they have welcomed 56 new students. To further boost enrollment, they plan to reach out to non-enrolled students. Dr. Varona requested a presentation to follow along. Mrs. Ruiz also highlighted upcoming events and visits from academic deans, displaying their commitment to student engagement and support. Dr. Varona asked on their forecast enrollment and the full time faculty being funded. Dr. Phillips sated they were in the process of searching for a writing faculty member. He talked about the

science lab being offered. He talked about considering South32 for the electrical program. He elaborated on their plan for hiring.

H. PCC-Santa Cruz Center Report

- Dr. Morgan Phillips, PCC Supervising Administrator, announced the addition of three new members to Pima Community College, including a new Chair, Mr. Greg Taylor. They are navigating some transitions and hope to participate in a joint meeting on Friday to discuss their partnership and the ribbon cutting for the new Allied Health Center of Excellence at West Campus.
- He noted that the new chancellor, who has been at Pima for about six months, was implementing structural changes. Dr. Duran Cerda will transition to a new role as Chancellor of Community Engagement and will retire in the summer, leading to an interim appointment and a national search for her replacement. Additional administrative changes are expected, and the Board will be kept informed.
- PCC received an HLC report indicating that the college met all accreditation criteria, with a few areas needing attention, particularly related to location and internal communication processes, which are manageable. Lastly, Dr. Phillips mentioned significant recent federal changes affecting student programs, financial aid, and compliance requirements, particularly concerning non-U.S. majority student populations. He will review a detailed 15-page report from a Federal Representative.
- Dr. Pottinger apologized for not being able to attend the Friday meeting.
- Dr. Varona asked if the memo said anything about the contention of shutting down the department of education. Dr. Phillips said no and elaborated on the process.

I. University of Arizona Update

Mr. Gabriel Orozco-Leal, U of A College Success Coordinator and Mike Mobley, Regional Manager, presented a short presentation about their upcoming programs that they are going to offer this fall and changes they have had at the university over the last year and what they will be doing over the course of the year. They talked about ODCE (Outreach Distance and Continuing Education), IT infrastructure, certificate and degree programs, remote learning, justice courses, mining engineering, Spanish/English interpretation courses (everything except for the exam-8 weeks long), Cyber security, Project Management PMP, AI Prompting, and other new program launches within the next year. Their ODCE annual report will be shared with them. They shared their acknowledgment, purpose, mission, core values, and presented highlights of their program. They are scheduled to meet with the mine in February and March. Dr. Meixell sought clarification regarding the graduating years, while Dr. Pottinger inquired about the current student enrollment. Dr. Meixell emphasized the importance of space, noting that it is limited, and they need to maximize room usage for students, especially with upcoming needs. Dr. Varona then asked if there was a possibility to develop a certificate program from the Eller College to benefit the local business community. Mike provided further explanation on this matter.

J. Removal of Bank Checking Account Signature Authorization

Mrs. Tavera asked for the Board’s authorization to remove Mr. John Fanning and Mrs. Liz Collier. Dr. Varona made a motion that Mrs. Tavera be authorized to remove Mr. John Fanning and Ms. Collier from our bank checking and savings account signature authorization. Motion was seconded by Mrs. Sanchez. Motion carried unanimously, 5-0.

	Dr. Angela Meixell	Dr. Marcelino Varona	Dina Sanchez	Dr. Melisa Lunderville	Dr. Carrie Pottinger
AYE	X	X	X	X	X
NAY					
ABSTAIN					

K. Activities Report

- Mr. Lucero acknowledged Dr. Varona for the University of Arizona's global impact, expressing some disappointment from the Board but appreciating the new perspective presented about U of A's commitment to SCC. He highlighted the collaboration on the National Science Foundation Grant, where U of A is collaborating with South32 to develop training programs in Southern Arizona.
- He addressed concerns regarding the benefits package from ASBAIT, noting that while primary coverage is adequate, dependent coverage is significantly higher, which could deter future employees. To improve this, he plans to conduct another survey to potentially lower rates and was exploring other providers for better options.
- Additionally, Mr. Lucero met with Zaida Bustamante, Interim Director of the Workforce Investment Opportunities Act (WIOA) for the county, to discuss virtual training programs in the trades. WIOA aims to

initiate these programs at the college, and initial investments will focus on headsets and equipment. He assured the Board that he would keep them updated on developments in this area.

- He also met with the Santa Cruz County Emergency Management Director to look at our own emergency operations plan, as we do not have a plan in place. Mr. Lucero is developing a plan to keep the Board updated on progress. He recently attended a meeting with PCC and South32 to finalize the Electrical Technician Certification Training Program. He informed South32 that the College could not proceed without an agreement covering all costs, which he suggested should be included in the ongoing master agreement negotiations. He also consulted with Legal on how to incorporate this. Additionally, Mr. Lucero mentioned Mr. Pauole's suggestion for South32 to consider donating funds, which could help move the project forward. He addressed training program space issues, ensuring alignment as a recognized "training center." Lastly, he proposed a Board retreat before budget discussions to address various important topics and align priorities moving forward.
- Mr. Pauole raised concerns about the coverage provided through ASBAIT and recommended exploring Kairos as an alternative option available in Arizona.
- Dr. Varona urged Mrs. Tavera to schedule a meeting date promptly, noting that their next gathering is not for another 30 days, and time is of the essence.

L. Adult Ed/Workforce Development Update

- a. This item was tabled

M. Member Training on Legal Compliance

- Mr. Pauole emphasized the importance of the Open Meeting Law at the start of the new calendar year, highlighting its relevance to all public entities, including the provisional community college. He explained that the law promotes transparency and prevents decisions from being made out of public view. A quorum, defined as a majority of board members (three), must be present for decisions to be valid, and members should be cautious about communicating outside of meetings to avoid “splintering the quorum,” which could violate the law.
- He also noted that agendas must be posted 24 hours in advance, and any items not listed should not be discussed. The Board maintains a consistent meeting schedule, enhances public access through video conferencing, and encourages suggestions for future agenda items. Public attendees have the right to observe and record but cannot interrupt unless during the Call to the Public. He illustrated these points using the current meeting agenda.
- Mr. Pauole highlighted that a common violation of the Open Meeting Law occurs when board members use "reply all" in emails, inadvertently engaging a quorum in discussion. He advised caution with this practice and encouraged board members to pursue Open Meeting Law training, offering to provide referrals for courses and suggesting refresher sessions to stay updated. Dr. Varona expressed interest in attending one of these conferences.
- He also raised concerns regarding the use of personal emails for official communications, noting that all emails—regardless of the device used—are considered public records and may be subject to requests. Mr. Lucero reminded everyone that current microphones are highly sensitive, making all conversations audible. In response to Dr. Meixell's inquiry about attending events, Mr. Pauole proposed sending out a "courtesy agenda" to the public and encouraged carpooling with no more than two people per vehicle. Mrs. Tavera confirmed that they post notices as needed.

3. EXECUTIVE SESSION ITEMS

There was no need for Executive Session at this time.

4. APPROVAL OF MINUTES

A. Approval of Minutes

Dr. Varona made a motion to approve the minutes of November 24, 2024, as presented, seconded by Mrs. Sanchez. Motion carried, 3-0-2.

	Dr. Angela Meixell	Dr. Marcelino Varona	Dina Sanchez	Dr. Melisa Lunderville	Dr. Carrie Pottinger
AYE	X	X	X		
NAY					
ABSTAIN				X	X

B. Future Board Meeting Agenda Items

- a. Board Retreat-Budget

- b. Comparison of full time faculty request from Pima Community College
- c. Discussion with the Board on the position on the implementation of a CEO

Dr. Pottinger inquired about the training for new board members. Dr. Meixell responded that the training was still in development and required improvement. Mrs. Sanchez suggested incorporating a segment on open meeting laws during the upcoming strategic planning retreat. Mr. Pauole said there were open meeting law trainings offered by the Arizona Ombudsman Office, Attorney Danee Garona, (602)544-8710. Dr. Varona asked Mrs. Tavera to provide this for the retreat.

C. Future Meeting Date

- a. Fourth Wednesday at 3:00 pm. Mrs. Sanchez said due to a corporate meeting on the same day and ending at 3:00 p.m., she would be arriving a few minutes late.
- b. The Board Retreat: February 13, 2025 8:00 a.m. – 1:00 p.m. with breakfast and lunch

5. ADJOURNMENT

Having no further business to discuss, Chairperson Meixell adjourned the meeting.

Minutes presented respectfully by:

Mrs. Georgina Tavera
SCCPCCD Finance and Operations Manager