

**SANTA CRUZ COUNTY
PROVISIONAL COMMUNITY COLLEGE DISTRICT (SCCPCCD)
GOVERNING BOARD
Regular Board Meeting Minutes
WEDNESDAY, FEBRUARY 26, 2025**



2021 North Grand Avenue ~ Nogales, AZ 85621

1. OPENING ITEMS

A. Call to Order:

Chairman Meixell called a Public Board Meeting of the Santa Cruz County Provisional Community College District (SCCPCCD) Board to order on Wednesday, February 26, 2025 at 5:00 p.m.

Roll Call / In Attendance:

Dr. Angela Meixell-Chair, Dr. Marcelino Varona, Jr.- Vice-Chair, Dr. Melisa Lunderville- Board Member (joined via Zoom), Dr. Carrie Pottinger- Board Member, Mrs. Georgina Tavera- Operations and Finance Manager, Mr. Greg Lucero-Director of Strategic Initiatives and Mr. David Paule-Board Attorney (joined via Zoom). Chairman Meixell noted that Mrs. Dina Sanchez-Board Member was not yet in attendance and that she would be joining soon.

Pledge of Allegiance:

Mr. Lucero led the Pledge of Allegiance.

B. Adoption of the Agenda

Chairman Meixell asked for a motion to adopt the agenda. Vice-Chair Varona motioned to adopt the agenda of Wednesday, February 26th as presented, seconded by Dr. Pottinger. Motion carried unanimously, 4-0.

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

C. Public Comment – Call to Audience

There was no Call to the Public.

2. STANDING REPORTS & ACTION ITEMS

A. Financials – Mrs. Georgina Tavera, Finance Manager

Mrs. Tavera provided a review of the financial reports and updated the savings and checking account amounts. She provided copies of the bank account balances from Chase and the Arizona Treasury. She read over the non-recurring expenses related to IT, specifically SCA 1.6, Microsoft licenses, CBI Acronis for GED backup. She then mentioned attorney costs for the South32 Master Agreement. She also shared a schedule calendar for the budget. Mrs. Sanchez then joined the board meeting at 5:07 PM.

- Vice-Chair Varona inquired about what happens with the interest from the Arizona Treasury account, to which Mrs. Tavera responded that it was reinvested into the same accounts. Dr. Pottinger then had a question about a transfer of \$200,000 to the savings account on January 6th, and inquired if this is done on a regular basis. Mrs. Tavera responded she transferred money into the savings account to keep the checking account balance under \$200,000.

B. Chairman of the Governing Board

Chairman Meixell shared that Mr. Lucero held a meeting with local health providers, with her and Mrs. Sanchez in attendance, which was productive in understanding the needs of the county. She encouraged the board members to read Mr. Lucero’s weekly reports.

C. Members of the Governing Board

Dr. Pottinger shared that she found the retreat to be very beneficial for her. Vice-Chair Varona then complimented Mr. Lucero and Mrs. Tavera for keeping the retreat topics organized.

D. Presentation and approval of new logo and website

Mrs. Tavera said that Mrs. Paula Schaper was in a meeting and would possibly show up when she was available. Chairman Meixell asked to postpone the subject without tabling until Schaper was available.

E. PCC-Santa Cruz Center Report

- Mrs. Maricruz Ruiz, PCC Supervising Administrator, shared that the college was closed for Rodeo Days for February 20th and 21st. The second eight-week classes for the spring center will start on March 22nd. She shared that the schedule for summer classes was made available online on March 17th for students to be able to plan accordingly, where students can start registering on March 4th. The fall semester classes will be available for registration on April 7th.
- The PCC will be offering student success workshops from February through April to cover important dates and deadlines affecting financial aid. She shared the event flyers and workshop topics. Chairman Meixell asked about the attendance for these events; Mrs. Ruiz explained that previously they held a conference with good attendance. The first workshop attendance was weak, and they are planning to improve advertising efforts through communicating with schools and professors to share with their students. Vice-Chair Varona expressed hope that the website will help direct students to these events.

F. PCC-Santa Cruz Center Report

- Dr. Morgan Phillips, PCC Supervising Administrator, shared that the new Pima College Chancellor released a report after his 100 days at the college. He mentioned students being able to access areas in the college more effectively and how to consolidate services to better serve students. The Chancellor will be moving forward with reorganization to address these issues. There is a new acting Executive Vice Chancellor, Dr. Ian Roark. He worked to consolidate the Workforce office and the Provost office and mentioned new positions to oversee issues related to expanding programming, college curriculum, accreditation, dual enrollment, and others. Dr. Phillips announced that the college budget needs to be reduced by a set amount and they were working on eliminating 25 positions.
- Dr. Phillips shared that they were making progress on getting started on an IGA and making adjustments, he had discussed with Mr. Lucero. He said that they should have a new IGA to be approved by Pima in eight weeks and explained some of the adjustments they were working on.
- Dr. Pottinger inquired about how often the IGA was looked at. Dr. Phillips explained that it expired next year but that there was a provision in the IGA to modify it at any time through an amendment process. Dr. Phillips mentioned that they have amended the IGA with Catholic University of America 14 times.
- Mr. Lucero inquired about a tentative date for the IGA adoption, to which Dr. Phillip responded it must be taken to the board for the June meeting. Mr. Lucero mentioned the changes of the Electrician Certification Program, where Dr. Phillips explained the limitations of the current IGA that could affect it. He will adjust as needed. Chairman Meixell shared they had the Board Retreat and some items in the IGA were discussed and would like to be modified. She talked about the forbidden of a CEO, location of programs, and not losing him as a liaison.

G. South32 Presentation of Written Agreement (Certification Program)

- Mr. Lucero reported that he submitted the proposal to the Board Members from the Workforce Development Group from Pima College to address South32's Electrician Certification needs. The people involved in creating this program were the Board and Pima College. He outlined the program logistics: a 32-credit hour curriculum, three semesters with 16 cohorts, and detailed costs for equipment, material, and operational costs (\$378,500 / \$69,900). Pima Community College will provide a project manager to identify necessary modifications and assist with marketing, while South32 will primarily utilize its own marketing team. He added working in close collaboration with Maricruz to align with Pima College's objectives. Mr. Lucero then introduced the parties from South32 who were present, including their Director of Human Resources for North America, Ms. Skyline Estep, and their Legal Counsel, Mr. Todd Gwillim.

H. Authorize staff to proceed with implementation of the proposed Electrician Technician Certification Program

- Vice-Chair Varona clarified that Pima Community College was in accord with everything previously mentioned. Dr. Phillips explained PCC was delivering this workforce program in the same way as other partners and the program funding did not come directly from them. He elaborated on the funding saying they are Pima employees that are working in Santa Cruz County. He added that Pima will be running the Electrical Program but the funding is coming from South32.

Vice-Chair Varona made a motion to authorize staff to proceed with the implementation of the Electrician Technician Certification Program provided that we, the Provisional College District, have a Master Agreement in

place with South32 to cover the cost of this program prior to ratifying our Intergovernmental Agreement with Pima Community College for educational services. Mrs. Sanchez seconded this motion.

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

- Dr. Pottinger inquired about the details of the Master Agreement working together across all these projects. Mr. Lucero explained that this program was not being incorporated under a Master Agreement due to time constraints and that South32 proposed PCC become an approved vendor to invoice them for the delivery of this program, which was confirmed and clarified by the South32 Legal Counsel, Mr. Gwillim, and South32 HR director, Ms. Estep. Mr. Gwillim added that they want to fund this program without giving the other parties fear that funding would be pulled or not have enough to cover the costs of the program. He mentioned that the funding could be legally binding but it needed to be a proposal for funding and use a “Contribution Agreement” where they would enter into getting a proposal to fund this entire program, then work in a Master Agreement to add additional programs, etc. at a later date. Ms. Estep clarified they would first enter into the Contribution Agreement to implement this particular program. In addition, she said rather than having to go back and negotiate, they would have the terms and conditions ready and negotiated.
- Vice-Chair Varona expressed concern about deviating from the carefully crafted Master Agreement, noting the significant time spent in collaboration with attorneys. He emphasized his responsibility to the taxpayers he represented and said he wanted to keep the current Master Agreement.
- Mr. Lucero inquired about the timeline of working out a vendor type of agreement (MOU) by mid-May and insisted they stay with the Master Agreement previously discussed before entering into an agreement with Pima Community College. Mr. Gwillim said he did not see an issue with the concept of the funds and clarified what he meant on the pool of funds. He clarified they were keeping the Master Agreement but that the vendor agreement would be separate. He stated they could work on including the vendor stipulation in the Master Agreement within the agreed timeframe.

Vice-Chair Varona stated his motion again for clarification purpose: He moved to authorize the staff to proceed with the implementation of the Electrician Technician Certification Program provided that we, the Provisional College District, have a Master Agreement in place with South32 to cover the cost of this program prior to ratifying the Intergovernmental Agreement with Pima Community College for Educational Services. Motion carried unanimously, 5-0.

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

I. Activities Report

- Mr. Lucero shared how he prepared for the recent retreat and how he met with the new members.
- Mr. Lucero also spent time dealing with the agreement previously discussed. He explained that South32 intended to cover costs of everything, including student services, student transportation costs, daycare, and other costs in order to guarantee program success. He mentioned that he spoke with Job Path and Foundation to learn about how their funding was handled.
- Mr. Lucero shared that the Lions Club judged at the Lourdes Catholic School science Fair and Vice-Chair Varona shared his positive experience there.
- Chairman Meixell commented that the Foundation would need to have their charter revised if they wanted to use the funds in a way other than scholarship distribution. Mrs. Tavera mentioned that when the Foundation grows, they would have to readjust the charter.

J. AdultEd/Workforce Development Update

- Mrs. Diana Sanchez announced that a decision was made to move forward with a strategic plan to align different buckets of funding appropriately to best utilize them. She stated that their board had moved forward with a consultant to create a strategic plan to maximize the dollar in relation to

- programs and partners.
- Mr. Lucero stated that the WIOA and Adult Ed have looked into how they can collaborate with PCC. Vice-Chair Varona was in agreement with everything stated.

D. Presentation and approval of new logo and website (Continued)

- Mrs. Paula Schaper stated items previously discussed with the logo and website. She presented the updated website with the integrated logos on the landing page. She added the “View Pima Courses” button to several places in the website and it appeared on the homepage. She also added a Spanish option that translates the webpage. Staff pictures, Arizona@work, and Pima faculty images were updated as well.
 - Vice-Chair Varona inquired about receiving a cost proposal for ADA because it was not included in the original scope of work, to which Mrs. Schaper responded she would get back to him on that.
- Mrs. Sanchez motioned to accept the logo as presented with the changes the board proposed with the only exception of looping in the ADA and additional photos that Paula will be working on. Dr. Pottinger seconded this motion. Vice-Chair Varona mentioned changing the flag on the translation feature to Mexico instead of Spain. Motion carried unanimously, 5-0.

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

3. EXECUTIVE SESSION ITEMS

There was no need for an Executive Session at this time.

4. APPROVAL OF MINUTES

A. Approval of Minutes

Vice-Chair Varona made a motion to approve the minutes of January 22, 2025, as presented, seconded by Mrs. Sanchez. Vice-Chair Varona stated that on the first page under item two, standing reports and actions, in the third sentence, he *entertained* a motion and not *made* a motion. Motion carried unanimously, 5-0.

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

B. Future Board Meeting Agenda Items

- Mrs. Tavera stated she would prepare the budget draft.
- Vice-Chair Varona mentioned they would need to discuss with the three news members the protocol for the annual evaluation of Mrs. Tavera and Mr. Lucero.

C. Future Meeting Date

- Third Wednesday on March 19th at 3:30 pm.

5. ADJOURNMENT

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

Minutes presented respectfully by:

Mrs. Georgina Tavera
SCCPCCD Finance and Operations Manager

Note: To view the complete presentation of this meeting, please visit our website: <https://santacruzcenter.org>