

1. OPENING ITEMS

A. Call to Order:

Chair Meixell called a Public Board Meeting of the Santa Cruz County Provisional Community College District (SCCPCCD) Board to order on Wednesday, March 19, 2025, at 3:30 p.m.

Pledge of Allegiance:

Mr. Lucero led the Pledge of Allegiance.

Roll Call / In Attendance:

Chair Angela Meixell-Board Chair, Dr. Marcelino Varona, Jr-Vice-Chair, Dr. Carrie Pottinger-Board Member, Mrs. Georgina Tavera-Finance Manager, Mr. Greg Lucero, Mr. Morgan Phillips, and Mrs. Maricruz Ruiz were in attendance. Dr. Melisa Lunderville-Board member, Mrs. Dina Sanchez-Board Member, and Mr. Pauole were absent.

B. Adoption of the Agenda

Vice-Chair Varona motioned to adopt the agenda of Wednesday, March 19th as presented, seconded by Dr. Pottinger. Motion carried unanimously, 3-0.

	Dr. Angela Meixell	Dr. Marcelino Varona	Mrs. Dina Sanchez	Dr. Melisa Lunderville	Dr. Carrie Pottinger
AYE	X	X	Absent	Absent	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 & Operations Manager

Mrs. Tavera provided a review of the financial reports and updated the savings and checking account amounts. She provided copies of the Chase Bank account, Arizona Treasury account, and FTSE. She read over the non-recurring expenses with the majority being from IT, January-March lease, Domain, purchases for the labs, licenses for cameras and network, dry-erase white boards for math teachers, and the property taxes checks.

- Dr. Pottinger asked for clarification on the property taxes. Mrs. Tavera explained.

B. Chair of the Governing Board

Chair Meixell did not have any updates at this time.

C. Members of the Governing Board

No updates were provided by the Governing Board Members.

D. PCC-Santa Cruz Center Report

Mrs. Maricruz Ruiz, PCC Manager – Santa Cruz County Operations, shared a copy of her report. Due to Spring Break, very little activity had taken place at PCC until March 21st; however, student registration has begun. Fall registration will open on April 7th, with a report on registration numbers to be provided during the April meeting.

- PCC is partnering with Gear-Up to offer two financial workshops at the Student Center on April 9th. Future workshops will include "Credit Basics" and "Jobs and Paychecks."
- The Mexican-American Studies class would like to present to the board at the April meeting, and she has agreed to allocate her portion of the agenda for this presentation.
- The Grand Canyon University will select ten Pima students to visit their campus on April 5th for discussions about transfer options, credits, and scholarship opportunities. Following this informative session, students will have the chance to tour the campus.

E. PCC-Santa Cruz Center Report

Dr. Morgan Phillips, PCC Vice Chancellor for Academic Excellence, shared changes happening and progress being made about adjusting their IGA.

- He clarified with Legal that the current IGA permits the delivery of the Electrical Certificate Program at SCCPCCD, and the student equivalents associated with that program would go to the Provisional Community College District funding; he elaborated on the FTSE funding. This item would be included on the next Board Pima meeting as an information item to move forward with the Electrical Certificate Program at this center. The IGA adjustments would allow expanding opportunities in Santa Cruz County connected to the Provisional District beyond this building, such as dual enrollment, full-time student equivalence. He explained the funding process and the dual enrollment staff person.
- He will share the IGA updates over the next couple of weeks and have an updated report at the next board meeting. He explained how the approval process takes place and would probably be approved sometime in May or June. He should know by the end of April what it really looks like and where it will be heading. He added he had not received any negative feedback.
- Dr. Phillips mentioned that in the budget, he estimated for a full time student equivalence attached to both the Electrical Certificate Program and dual enrollment. This program is a cohort with up to 16 students with 32 credit hours. He explained the FTSE adding his estimate was about 12.9. Currently, for dual enrollment, associated with Nogales Santa Cruz, Pearson and Patagonia High Schools is approximately 123 FTSE.
- Dr. Pottinger commented on Dr. Phillips being a great advocate for the Provisional College and a very knowledgeable, great partner from Pima.
- Vice-Chair Varona echoed Dr. Pottinger's positive comments adding that he had shared with the Chancellor the marvelous job Dr. Phillips was doing. He asked if on the budget, he would like to create the position of a CEO to deal with South32 and asked to change it on the IGA. He asked what protocol had to be followed. Dr. Phillips said there were no provisions that would limit any type of staffing and elaborated.
- Chair Meixell asked if they would be receiving a draft before it was approved.
- Mr. Lucero suggested paying attention to the two numbers mentioned by Dr. Phillips. They met prior to the meeting and talked about the FTSE on the online courses. He added that he communicated directly with South32 to let them know that we needed to have an agreement in place prior to the final IGA and are aware we were not moving forward with this training program without the final agreement. He added that his goal was to present the agreement at the next board meeting in April.
- Vice-Chair Varona asked for clarification on the online enrollment. Dr. Phillips explained.
- Mr. Lucero added that they are also looking to collaborate with the maquilas on the virtual training programs.

F. Direct staff to introduce policies and procedures over the next several months for Board Policies for Board discussion and approval

- Mr. Lucero reviewed Gila's board policies (1000 and 2000) and suggested sending them to board members for review before a formal approval meeting. He highlighted that any potential changes could be discussed then and noted that their attorney had vetted these policies. He mentioned that the Financial Policies (3000) were extensive enough to warrant a separate meeting. Other policies, like those regarding students and curriculum guidelines, will be put on hold. He emphasized the need for a structured approach as they plan for future growth.
- Vice-Chair Varona mentioned that based on the adoption dates, these matched up to their accreditation and had done their research. He also asked if our attorney would review it first.
- No motion was needed at this time.

Note: Mr. Paule was not on via Zoom. Vice-Chair Varona asked Mrs. Tavera to find out why he was not able to attend the meeting.

G. SCCPCCD Annual Financial Report, June 2023

Mrs. Tavera informed the Board that everyone should be receiving an automatic email from the Auditor General.

- Vice-Chair Varona explained that with everything happening within our county, it talked about how conservative the SCCPCCD had been with expenditures and read the statement: "District revenues were 1.6 million greater than its expenses increasing total net position to 5.1 million at June 30, 2023", adding this

statement spoke volumes of how this District was being run. He suggested sharing this with other agencies. He added that Mrs. Tavera had been doing an amazing job, suggesting that this report be attached to her evaluation.

- Mr. Lucero mentioned that he did not see any findings in the audit report, adding that the Auditor did provide informational notes such as how long the district had been in operation, liability in our pension program (from two years ago), revenues, FTSE, good financial position (investment made), rental income, and long-term lease liability.
- Vice-Chair Varona recommended providing the University of Arizona with at least one year's notice regarding the non-renewal of their contract. Mrs. Tavera will review the lease details. She mentioned that the pension was through ASRS, covering strictly the 12% base of the employee's salary. Mrs. Tavera also expressed her gratitude to the Board for their positive comments.

H. FY25 -26 Budget Draft Presentation

Mrs. Tavera presented the proposed budget for FY 2025-26, focusing on key items with significant amounts. She provided a detailed overview of staff expenses, supplies, mileage, facilities, the electrician certification program, enrollment initiatives, lease agreements, IT upgrades, the property tax levy, exempt expenditure limitations, general expenses, and a historical data section she has maintained since she started working.

- Vice-Chair Varona sought clarification on the roles of the full-time instructor and dual enrollment coordinator, requesting that the explanation be included in parentheses. He noted that there would be an additional cost of \$72K for employees and \$92K in personnel expenses compared to last year. He also emphasized the need to convert the part-time IT position to full-time. Mrs. Tavera clarified that this portion being covered was for Pima only.
- Mrs. Tavera noted that out of the amount of \$597K saying it was money that Pima would charge South32 (40% to others and 26% to us), included on this amount.
- The lease increased by about \$10,000, prompting Vice-Chair Varona to ask Mr. Lucero to proceed quickly with the Master Agreement to determine whether we will renew or move out, ensuring we protect ourselves. Additionally, Vice-Chair Varona asked for clarification on Mrs. Tavera's statement regarding the "\$97K depending on funds." He also requested an explanation of the FTSE, thinking we were performing better this year compared to last. Dr. Phillips provided clarification.
- Chair Meixell inquired about when the Pima FTSE would be reflected in our budget. Dr. Phillips indicated that it would be applicable until fiscal year 2027 and explained the process involved. Mr. Lucero mentioned that he and Mrs. Tavera had discussed considering a two-year budget instead of the typical one-year.
- Vice-Chair Varona raised concerns about potential challenges related to our growth and expenditure limitations, emphasizing the need to be prepared. Mr. Lucero highlighted that a significant issue would arise when South32 begins production, elaborating on the implications for tax rates.
- Dr. Pottinger asked to add more detail to understand what the staff looked like.
- Mrs. Tavera presented the projected payroll expenses on the SCCPCCD employees. Vice-Chair proposed adding both positions into the proposed budget to see the final figures. Mrs. Tavera stated it was already included and shared the details, saying we were being competitive.
- She presented the SCCPCCD organization chart and Mr. Lucero is currently working on the job descriptions. Open discussion took place.
- Vice-Chair Varona clarified that all positions were receiving a 2% salary increase with exception of two positions (up to the Board), and the vacant positions will depend on their evaluation. Dr. Pottinger was made aware about them getting a higher increase, as they are top administrators; he wanted to see that job description combined with Mr. Lucero's. Dr. Pottinger advocated for the IT Manager. Vice-Chair Varona cautioned about the risk of creating salary compression between that individual and Mrs. Tavera.
- Mrs. Tavera welcomed any suggestions and changes, and Mr. Lucero will provide the job descriptions along with the two new positions as part of next budget discussion.
- Vice-Chair Varona suggested reviewing job descriptions to explore the possibility of combining duties and starting preliminary salary negotiations, aligning with the Chair's recommendation.

I. SCCPCCD Staff Evaluation Performance Review

- Chair Meixell talked about the evaluations for Mrs. Tavera, Mr. Lucero, and the rest of the employees.
- Vice-Chair Varona inquired whether Dr. Pottinger was familiar with the standard protocol for evaluations. He then explained the process for staff evaluations and contracts. He proposed that he and Dr. Pottinger evaluate Mr. Lucero, while Chair Meixell evaluates Mrs. Tavera with a new member, to familiarize themselves with the process. They will meet at a later date for a review.

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 Wednesday, February 26th and Monday, February 24th as presented, seconded by Dr. Pottinger. Vice-Chair Varona stated that on the minutes of February 26th, page two, Item H “funding is coming *from them*” was unclear; it should say “from South32”. He also pointed out on page three, fourth line, to change to “pool”. Motion carried unanimously, 3-0.

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

B. Future Board Meeting Agenda Items

- a. Mr. Lucero asked to keep Policies and Procedures.
- b. Mr. Lucero will send them the job descriptions
- c. Possibly Evaluations
- d. Mexican-American Studies Class
- Vice-Chair Varona proposed having a separate study session prior to the regular board meeting to discuss the proposed budget and not take too much time of the regular meeting, suggesting at 12 with lunch. Mrs. Tavera will work on it.

C. Future Meeting Date

- a. April 16, 2025 at 3:30 pm.

5. ADJOURNMENT

Having no further business to discuss, the meeting concluded at approximately 5:05 p.m.

Minutes presented respectfully by:

Mr. Greg Lucero
SCCPCCD Strategic Initiatives Director