



**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, April 16, 2025, at 3:30 p.m.

**Pledge of Allegiance:**

Vice-Chair Varona led the pledge of Allegiance.

**Roll Call / In Attendance:**

Chair Angela Meixell-Board President, Vice-Chair Dr. Marcelino Varona, Jr.- Board Clerk, Dr. Melisa Lunderville (via Zoom), Dr. Carrie Pottinger- Board Member, Mrs. Dina Sanchez- Board Member, Mrs. Georgina Tavera- Finance Manager, Mr. Greg Lucero, Mr. Morgan Phillips, Mr. Andrew McGuire, Mr. John Dominguez, Mr. Alejandro Paz, and Mrs. Maricruz Ruiz were in attendance. Mr. Pauole joined via Zoom.

**B. Adoption of the Agenda**

Vice-Chair Varona motioned to adopt the agenda of Wednesday, April 16, 2025 as presented, seconded by Mrs. Sanchez. Vice-Chair Varona suggested postponing item B, Property Taxes Revenue Received with Mr. Paz as the presenter until Mr. Pauole joined the meeting to ensure everything was addressed properly and handled correctly. 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					

**C. Public Comment – Call to Audience**

There was no Call to the Public.

**2. STANDING REPORTS & ACTION ITEMS**

**A. SCCPCCD Annual Financial Report, June 2023**

- Mr. John Dominguez, CPA at CWDL Accounting Firm, provided the Board with a summary of the audit results for the period ending June 30, 2023, which was finalized late last year. Collaborating with Mrs. Tavera, they confirmed the final figures were accurate and comprehensive, revealing the District's net position at just over \$5.05 million—an increase of \$1 million from the prior fiscal year. Currently, they are reviewing the general fund operations, including expenses related to education and debt service, amortization, principal retirement, as well as state appropriations and property taxes. Mr. Dominguez highlighted their focus on asset confirmations, particularly cash in the bank, ensuring the accuracy of reported figures. He emphasized the importance of completing necessary disclosures and schedules, expressing confidence in the thoroughness and accuracy of the financial statements.
- Vice-Chair Varona requested Mr. Dominguez to emphasize the District's conservative approach to expenditures and revenues, asking him to highlight this key points made in his remarks for the public.
- Mr. Dominguez elaborated on the district's general fund balance increased just over \$920,000.00, expenditures for the year just under \$1.2M. Positive trend, not seeing declining erosion of fund balance. He added this was a positive sign, being fiscally conservative and appropriate spending plan, viewed very favorably.
- Vice-Chair Varona mentioned they had occurrences found to be deficient in or corrections needed, but Mr. Dominguez stated they were not considered to be corrections and it was very common practice. Vice-Chair Varona asked Mr. Dominguez if as a Board Member, should he feel comfortable with his report that there was no fraud going on within the system itself? He replied they could not provide 100% assurance, as they did not examine 100% of every transaction; they certainly looked at controls, conducted tests to see if fraud was occurring, they did not have instances of significant deficient or material weaknesses nor did they see indication of fraud. Therefore, his statement was yes, they could rely on that report. Vice-Chair asked if the Board could do anything to meet his verbal recognition of achieving 100%? Mr. Dominguez stated he felt comfortable that fraud was not occurring. Vice-Chair Varona asked if he had read correctly highlighting, we had enough reserves to run our accounts for 3-4 months if needed. He replied he did not indicated that length of time, but perhaps it was done by administration. In comparing, he said they probably have an even greater period of time that operations could be continued.

- Dr. Pottinger asked with such a small staff if there were any suggestions or concerns about separation of duties, etc. Mr. Dominguez stated that in their view, they could be creative and offered to share ideas and thoughts.
- Chair Meixell explained the procedure for their check signature system.
- Mrs. Tavera was commended and congratulated by everyone.

**B. Property Taxes Revenue Received**

- Mr. Alejandro Paz, Santa Cruz County Treasurer, attended the board meeting to address a correctable clerical error. He stated he promptly contacted Mrs. Tavera upon discovering the discrepancy and provided everyone with the October statement. To prevent future occurrences, he is currently cross training a team member and outlined their monthly processes. He explained that in December, a \$763,000 check was mistakenly carried over as the District’s opening balance, and reissued another check of the same amount. After realizing the error, he immediately reached out to Mrs. Tavera. His recommendation was to hold off on closing out April, finalize their report, and then issue the remaining balance to zero out accounts, followed by issuing a check for May.

Vice-Chair Varona had questions but did not want to ask something redundant or put this Board in a precarious legal situation. Vice-Chair Varona made a motion to proceed into Executive Session under A.R.S. Section 38-431.03(A)(3) for discussion and consultation for legal advice with our attorney for any item listed in the agenda. The item he proposed to discuss was the current presentation provided by Mr. Paz under agenda item B. The only members to participate on the Executive Session were the five board members, Mr. Lucero, Mrs. Tavera, Dr. Phillips, and Attorney Pauole. Motion was seconded by Dr. Pottinger. 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					

Mrs. Sanchez made a motion to return the monies of over payment to the County Treasurers Office to reflect a clean transaction to correct the error contingent on our auditor’s approval to move forward. Vice-Chair Varona asked for clarification on the main motion saying a final decision would be made at the next month’s meeting and that we know that the attorneys and auditors are in accord. Mrs. Sanchez presented the new motion that the monies be returned to the County Treasurer’s Office to reflect a clean transaction to correct the error contingent on our auditor’s approval and make a final decision at our next board meeting. Dr. Pottinger asked if an amount should be included but the exact dollar amount will be provided at the next board meeting. Motion was seconded by Vice-Chair Varona. Vice-Chair Varona expressed that he did not want to be put in this position again and that they put the district in a bad position, adding the board could not afford to get a bad audit, being how things were in our community. He hoped Mr. Paz changed his process in his office and make it more accountable as we have to be transparent. Mrs. Sanchez asked for clarification on her motion asking if it should reflect that the error was not on our part; Vice-Chair said no since the County Treasurer said it was his mistake. 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					

**C. Financials – Mrs. Georgina Tavera, Finance Manager**

Mrs. Tavera provided a review of the March 2025 financial reports and updated the savings and checking account amounts: \$1.4M-Savings and \$1.2M-Checking. The majority of expenses were related to IT. She also attached the Chase statements with balances and Treasury account with a \$4.7M as of March 31<sup>st</sup>.

- Mrs. Sanchez inquired about the Chase Platinum Business account, asking if it offered the maximum return on investment since they had significant funds in a standard account. Mrs. Tavera explained her strategy of maintaining less than \$1 million in that account, keeping larger amounts in a separate account. She noted that the amount could be adjusted if that was the Board’s preference.
- Mr. Lucero suggested transferring most funds into a higher interest-earning account and mentioned the need to verify if this could be done within statutory guidelines. They will look into it further.
- Vice-Chair Varona made a comment on the recent situation with the county treasurer’s office, expressing that they were fortunate to have their funds invested with the state treasurer and not like the other Districts.

**D. Chair of the Governing Board**

Chair Meixell did not have any updates at this time.

**E. Members of the Governing Board**

- Vice-Chair Varona reported on his attendance at the Santa Cruz County Board of Supervisors meeting on April 15th, noting that Mr. Lucero had presented during the Call to the Public but should have been included in the study session

for greater engagement. He emphasized that Mr. Lucero was actively collaborating with the Board to arrange a joint meeting to address the educational programs they wish to oversee. He praised Mr. Lucero for his excellent explanations. Additionally, he mentioned that Mr. Lucero served as the guest speaker at the Lions Club, where he discussed the ongoing projects, including collaboration with South32. Vice-Chair Varona also reminded everyone to attend the Centro luncheon next week at 11 a.m. to show their support.

#### **F. MAS 219 Mexican-American Culture PCC Class**

- Mrs. Ruiz, PCC Coordinator, introduced Mr. Alex Guzman, a student from the Mexican-American 219 class, which explores American-Mexican culture. Mr. Guzman discussed the Photovoice Project, showcasing a bilingual video created by one of his groups that highlighted significant issues along the border.
- Mrs. Sanchez inquired about the project's direction, its goals, and the intended audience.
- Vice-Chair Varona liked the presentation's power and significance, noting that he learned a great deal. He suggested reaching out to Luis Carlos Davis, who had experience with a similar project, as a potential resource.
- Mr. Guzman was congratulated for his excellent presentation.

Note: Mr. Pauole joined the meeting and the discussion deferred back to item B.

#### **G. PCC-Santa Cruz Center Report**

- Dr. Morgan Phillips, PCC Supervising Administrator, discussed upcoming personnel changes and budgeted positions outlined in the recently Intergovernmental Agreement (IGA) shared with board members. The revised IGA was adjusted to allow for the sharing of public information and encouraged communication with relevant parties. He also noted a modification regarding event approvals from the Tucson marketing department; the process was now more collaborative, ensuring everyone was informed.
- Dr. Phillips clarified that the previous IGA's reference to the administrative structure for the provisional district had been removed, granting more flexibility in establishing that structure, provided other IGA requirements were met. Additionally, the IGA was expanded for other programs and services giving us more flexibility.
- Vice-Chair Varona asked about needing Higher Learning Commission approval for more sites, and Mr. Phillips confirmed that approval was required if over 50% of a program was delivered at those sites. He also stressed the importance of integrating scholarships into the Pima system to ensure student enrollment stability and mentioned the development of an emergency plan for the location.
- Mr. Lucero acknowledged the collaborative effort with Mr. Pauole and Dr. Phillips in developing the IGA, praising Dr. Phillips for his outstanding work in addressing our needs effectively and representing Pima Community College's interests.
- Chair Meixell expressed her satisfaction with the work he had accomplished.
- Dr. Phillips noted that this IGA would be linked to a board report and included on Pima's board consent agenda for approval on June 9th, allowing for its potential approval at the next meeting.
- Chair Meixell inquired if Mr. Pauole believed it could be approved that evening; he responded that the agenda contained adequate information for immediate approval but suggested it could wait for further review. It was decided to postpone approval until the next board meeting.
- Dr. Phillips continued to speak on personnel, outlining the current changes and funding updates. He announced the hiring of a full-time English Writing Faculty Member, who will begin in the fall. Additionally, he said they were working to recruit another staff member dedicated to dual enrollment and high school transition initiatives in the front.
- Dr. Phillips announced to the Board that he would be retiring from Pima Community College on June 30th, marking his final meeting as a Pima representative in June. He indicated that a replacement for his position had not yet been determined. Additionally, he mentioned the potential for reconnecting the center with the campus Vice President at Desert Vista Campus and expected to have more information in the coming weeks. He anticipated bringing the new appointee to the next meeting in May. Dr. Phillips concluded by expressing his gratitude to Santa Cruz County.
- Vice-Chair Varona praised the presentation, noting its excellence and expressing appreciation for Dr. Phillips' support. He highlighted the benefits of the 5-year contract and suggested organizing a luncheon celebration in Dr. Phillips' honor, inviting the Chancellor, and expressed deep gratitude for all he had done for the center.
- Dr. Pottinger echoed Vice-Chair Varona's sentiments, stating that in her brief time knowing Dr. Phillips, his support had been remarkable, and she thanked him for his contributions.
- Chair Meixell also expressed her appreciation for Dr. Phillips and inquired about the possibility of placing a student in the front office. Dr. Phillips discussed the potential integration of an AI system.

**H. South32 Memorandum of Understanding/Statement of Work Agreement**

Mr. Lucero thanked Attorney Andrew McGuire from South32 for creating the MOU.

Vice-Chair Varona made a motion to accept the Framework Agreement and the Statement of Work Agreement between the Provisional Community College and South32 and authorize the Governing Board President to sign the documents and with the understanding that the scope of work needs more work and when it is completed, then you are to sign it. Mr. McGuire agreed. Motion was seconded by Dr. Pottinger. 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. Approving New Organizational Structure**

Chair Meixell noted that they had just received the new organization structure and needed more time to review it. Vice-Chair Varona proposed tabling this item for the next board meeting and they will be ready to discuss it then, and do the remunerations at that time, too. Mr. Lucero said it was not urgent and was trying to give the board an idea of what the financial impact would be based on the caps put in for those positions. Chair Meixell said they had all the information they needed to study them before the next meeting.

Vice-Chair Varona made a motion that Item I be tabled for the next regular board meeting. Motion was seconded by Mrs. Sanchez. 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					

**J. Tax Rate Proposal Increase of 2%**

Mrs. Tavera reported that she had met with Mr. David Bea, Mr. Andrew Min and Dr. Morgan Phillips, and they all agreed on the numbers presented. She provided a presentation detailing the advertisement and the process, noting an increase of \$14,000, or 2%. She explained that the difference between the \$21K and \$36K represented what the district was receiving (2%). Chair Meixell requested clarification on the advertisement, and Mrs. Sanchez emphasized that one of the levy slides in her presentation was a crucial element that needed to be highlighted. Vice-Chair Varona pointed out that the purpose of this increase was to accommodate growth, particularly in dual enrollment and other classes being offered. Mr. Phillips added that they would be paying less than they did in their bill this year.

Vice-Chair Varona made a motion that the tax rate for our next Fiscal year 25-26 be the proposed tax levy of 0.4021 or an increase of 2%. Motion was seconded by Mrs. Sanchez. Motion carried unanimously, 5-0.

Mr. Phillips pointed out that this motion was to post the ad that she had on the first page of her document and then ask the tax rate at the next meeting. Vice-Chair Varona and Mrs. Sanchez withdrew the main and second motions. Vice-Chair Varona motioned to advertise for a proposed tax levy of 0.421 or a 2% increase, seconded by Mrs. Sanchez. 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					

**K. FY25-26 Budget Presentation**

Mrs. Tavera presented the income statements along with the third draft of the 2025-2026 Budget, highlighting the proposed salary increases for all positions. She noted that the figures presented were the maximum amounts for the four highlighted roles. Vice-Chair Varona mentioned that he believed there was already a consensus on the salaries for the IT and District positions and the advertising for those roles. She confirmed that the difference between the expenditure limit and total expenditures was \$785,000. Mrs. Tavera clarified that the job descriptions were for the discussion for the next meeting. Mrs. Tavera added that the motion was to move forward with the advertisement in the newspaper and on the May 28<sup>th</sup> meeting, it will be opened for one hour for the public as they have done in the past.

Vice-Chair Varona motioned to authorize Mrs. Tavera to advertise our budget as prescribed by the ARS. Motion was seconded by Dr. Lunderville. 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					

**L. SCCPCCD Job Performance Evaluation of Mr. Greg Lucero, Director of Strategic Initiatives**

Vice-Chair Varona asked Mr. Pauole for the procedure of going into Executive Session. Mr. Pauole said for the sake of economy, make two separate motions but make both motions now to move from one into the next when ready.

Vice-Chair Varona made a motion to convene into Executive Session to conduct Mrs. Georgina Tavera’s employment evaluation under ARS 38-431.03 A1 and to also conduct Mr. Greg Lucero’s employment evaluation in Executive Session under ARS 38-431.03 A1. Motion was seconded by Mrs. Sanchez. Mr. Pauole suggested making two separate motions. Vice-Chair Varona made a motion to have an Executive Session to conduct Mrs. Georgina Tavera’s employment evaluation under ARS 38-431.03 A1. Mrs. Sanchez seconded the motion. Motion carried unanimously, 5-0. Note: Vice-Chair Varona and Mrs. Sanchez withdrew their original motions.

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

Vice-Chair Varona made a motion to have an Executive Session to conduct Mr. Greg Lucero’s employment evaluation under ARS 38-431.03 A1. Mrs. Sanchez seconded the motion. Motion carried unanimously, 5-0. Vice-Chair Varona stated that the people authorized to attend the Executive Sessions were the members of the board, persons being evaluated, and our attorney.

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

**M. SCCPCCD Job Performance Evaluation of Mrs. Georgina Tavera, Finance & Operations Manager**

- See above.

**3. EXECUTIVE SESSION ITEMS**

N/A

**4. APPROVAL OF MINUTES**

**A. Approval of Minutes**

Mrs. Sanchez made a motion to approve the minutes of Wednesday, March 19, 2025 as presented, seconded by Dr. Pottinger. 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**

- Budget
- IGA
- Salaries

**C. Future Meeting Date**

- May 28, 2025 (2:30 p.m. and 3:30 p.m. for the public)**
  - Mrs. Sanchez informed the Board that she would not be in attendance due to another board meeting she was scheduled to attend.

**5. ADJOURNMENT**

Dr. Pottinger made a motion to adjourn, seconded by Mrs. Sanchez. 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					

Having no further business to discuss, the meeting concluded at approximately 5:13 p.m.

*Minutes presented respectfully by:*

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**Mr. Greg Lucero**  
**SCCPCCD Strategic Initiatives Director**