



**SCCPCCD GOVERNING BOARD
Regular Board Meeting Minutes**

WEDNESDAY, MAY 28, 2025

2021 North Grand Avenue ~ Nogales, AZ 85621

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, May 28, 2025, at 3:30 p.m.

Pledge of Allegiance:

Vice-Chair Varona led the pledge of Allegiance.

Roll Call / In Attendance:

Chair Angela Meixell- President, Vice-Chair Dr. Marcelino Varona, Jr.- Clerk, Dr. Melisa Lunderville- Member, Dr. Carrie Pottinger- Member, Mrs. Georgina Tavera- Finance Manager, Mr. Greg Lucero, Mr. Morgan Phillips, and Mrs. Maricruz Ruiz were in attendance. Mrs. Dina Sanchez- Board Member was not in attendance due to a prior meeting commitment. Mr. Paole joined via Zoom.

B. Adoption of the Agenda

Vice-Chair Varona motioned to adopt the agenda of Wednesday, May 28, 2025 as presented and recommended, seconded by Dr. Lunderville. Motion carried unanimously, 4-0.

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

C. Public Comment – Call to Audience

There was no Call to the Public.

2. STANDING REPORTS & ACTION ITEMS

A. Aster & Atlas presentation on strategies to support distinct industry sectors within our region through targeted training and education programs designed to meet local workforce needs and align with current federal trends.

Mr. Lucero informed the Governing Board that the presenters were not in attendance yet due to unforeseen events. Chair Meixell tabled this item and moved to Item B.

- Mr. Lucero introduced a new consulting firm from the greater Phoenix area with expertise in manufacturing, business development, and foreign trade. The firm presented their vision based on information shared by Mr. Lucero, focused on Workforce Resiliency, Upscaling and Reskilling, and Education for a 21st Century Economy. They mentioned the county’s lack of an accredited college and emphasized opportunities resulting from South32’s regional investments, aiming to reshape the local workforce and economy. Their goal was to bridge educational gaps and reimagine mining-related education, like the I-19 corridor, border crossing, mining and invasion, and southern Arizona’s industrial growth. He said there was huge potential and need in our county. Other topics he presented and elaborated were Trade Curriculum Focus (six pillars) and their three-phase approach.
- Vice-Chair Varona asked for a copy of the slide where he stated SCC was the only county without an accredited college and mentioned other counties that did not offer accredited colleges. Chair Meixell noted that we were fully contracted with Pima Community College and elaborated.
- Mr. Lucero clarified the firm should focus on sustainable projects outside of South32 and focus on projects Pima Community College could not address.
- Vice-Chair Varona shared his confusion, as this presentation was the same from Dr. Phillips’ and did not want to get into a conflict with Pima Community College. Mr. Lucero stated that this firm locally could offer programs that Pima could not offer or offered out of state.
- Chair Meixell asked what would be the funding source. He offered to hold future sessions to discuss options in detail and share the presentation with all. He will also forward the presentation with everyone.

B. Financials – Mrs. Georgina Tavera, Finance Manager

Mrs. Tavera provided a review of the April 2025 financial reports and updated on the savings and checking account amounts: \$1.44M-Savings as of April 30 and \$962K-Checking. The State Treasury Account had a balance of \$4.5M. The majority of expenses were related to IT (network switch, virus protection, 2 printers, April, May and June lease, PCC fall 2024 semester, Paula Schafer for website upgrade, and battery backups). She shared other funds deposited.

Dr. Varona asked for the final project on the website. Mrs. Tavera said it would be included in the next meeting with a presentation. Mr. Lucero clarified that the project was still in progress, adding that Paula was no longer involved and that Jose had taken over, adding new links or items on an ongoing basis.

Note: At this time, the meeting was moved back to the discussion on Item A.

C. SCCPCCD’s auditor recommendation funds received by the County by mistake

Mrs. Tavera stated that the auditor advised against issuing a check until the fiscal year ended and had shared this with Alejandro Paz. For now, only a statement with a negative balance will be issued. She added that some funds might need to be returned, pending the auditor’s approval. Mr. Pauole recommended taking action in compliance with the Auditor’s recommendation.

Dr. Lunderville motioned that we accept the auditor’s recommendation on funds received by Santa Cruz County by mistake, 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	Excused Absence	X	X
NAY					
ABSTAIN					

D. Chairperson of the Governing Board

Chair Meixell shared she had two meetings with Mr. Lucero and Mrs. Tavera and will continue to meet with them in preparation for the meetings as they were very useful.

E. Members of the Governing Board

Nothing was reported.

F. PCC-Santa Cruz Center Report

Mrs. Maricruz Ruiz, PCC Coordinator, joined via Zoom. Dr. Phillips shared the report she prepared. Summer classes start tomorrow, enrollment in the summer is not high and having a challenge with summer enrollment. Pima is working with the high schools to increase dual enrollment. The IGA presented opportunities that SCC should considered for the summer. Coursework was now available to generate FTSE. Fall enrollment was at 429 enrolled, number of seats filled by students. They will have more reporting within the next couple of weeks. The Graduation Ceremony for 24-25 happened at Rio Rico auditorium (170 students total), with a few speakers, faculty and staff in attendance. The electrician certificate program is currently online. Twenty students have indicated interest in this program.

G. PCC-Santa Cruz Center Report – Intergovernmental Agreement between PCC and SCCPCCD

Dr. Morgan Phillips, PCC Supervising Administrator, revisited the IGA discussed last month. The agreement was set to go before the Pima Community College board for approval on their consent agenda next Monday. Dr. Phillips expressed his hope for approval tonight, noting he had already presented the IGA previously and it was listed as “potential action” on the agenda. Mr. Pauole believed there was sufficient information to proceed with the approval. Vice-Chair Varona was not under the impression that a vote would occur tonight. Board members agreed to table the decision until the June meeting to allow for further review of the IGA. Dr. Phillips cautioned that this delay would impact timelines for HR related to dual enrollment and hiring, as he couldn’t move forward until July 1st. Mr. Pauole proposed to convene a special board meeting next week, permitting members to participate via phone or video conference to ensure a quorum.

- Vice-Chair Varona expressed concern that the CEO and Dr. Phillips should have managed this matter, without the need for Board member involvement in the decision-making process. He asked Dr. Lunderville to concur, emphasizing the importance of Pima Community College not falling behind and ensuring that actions taken align with legal recommendations.

Vice-Chair Varona made a motion to approve the Intergovernmental Agreement between Pima Community College and the Santa Cruz Provisional Community College District as reviewed previously. Dr. Lunderville seconded the motion.

Vice-Chair Varona asked for a roll call vote. Motion carried unanimously, 4-0.

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

- Dr. Pottinger asked to introduce the new person. Dr. Phillips introduced Mr. Edgar Soto as Pima’s Administrative contact for Maricruz, the Santa Cruz Center, and the Governing Board, officially starting in July. He shared his background and said he was very well connected to the Southern Arizona Community with many political connections. He is knowledgeable about historical government pieces in Arizona. Mr. Soto thanked the Board and honored Dr. Phillips thanking him for his knowledge and being a wonderful mentor. He was excited about the vision for Santa Cruz County having its own accreditation and operate on its own, adding it had a lot of potential within the community. He wanted everyone to be successful as a team.
- Vice-Chair Varona mentioned he did not know Mr. Soto as an Administrator but being trained by Dr. Phillips spoke volumes. He added he knew him as a very successful baseball coach doing wonders for the Nogales high school students. He was impressed how well he treated our students.

- Mr. Lucero stated that Mr. Pauole was leaving within the next 20 minutes. Mr. Pauole read both contract agreements saying the formats were standard. The only terms that needed to be looked at closely were the obvious ones, salary of the individuals. Any amendments will be sent out to him for his review before signing.

H. Tax rate proposal increase of 2% / FY 25-26 Levy Neutral of 0.3942 / FY 25-26 Proposed Tax Levy 0.4021

Vice-Chair Varona made a motion to approve our tax rate for the 25-26 year with a proposed increase of 2% and it should be for the proposed tax levy rate of 0.4021. Motion was seconded by Dr. Lunderville. Mrs. Tavera said it was suggested by Mr. Pauole to do a roll call vote. Motion carried unanimously, 4-0.

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

I. FY 25-26 Budget Adoption

Chair Meixell eliminated this item as this was already processed and approved by Mr. Pauole.

J. New Organizational Structure for the SCCPCCD

Chair Meixell read the new organizational structure. Vice-Chair Varona made a motion to approve the new Organizational Structure for the Santa Cruz County Provisional Community College District as presented, seconded by Dr. Lunderville. Dr. Lunderville mentioned this was effective July 1st. Vice-Chair Varona stated this was a friendly amendment. Motion carried unanimously, 4-0.

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

K. Based on new organizational structure for the SCCPCCD, create two new positions: 1) Information Technology (IT) Manager and 2) District Records Coordinator. Job descriptions presented for discussion and approval.

Chair Meixell said these job descriptions were presented during the last meeting with a start date of July 1st. Vice-Chair Varona motioned to approve the new Organizational Structure for the Santa Cruz County Provisional Community College District to create two new positions: 1) Information Technology (IT) Manager and 2) District Records Coordinator, seconded by Dr. Lunderville. Motion carried unanimously, 4-0.

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

L. Based on new organizational structure for the SCCPCCD, reclassify “Strategic Initiatives Director” to Chief Executive Officer” for Mr. Greg Lucero. Job description presented for discussion and approval.

Vice-Chair Varona made a motion based on the new Organizational Structure for the Santa Cruz County Provisional Community College District to reclassify Strategic Initiatives Director to Chief Executive Officer for Mr. Greg Lucero and we have reviewed the job description previously. Motion was seconded by Dr. Lunderville. Motion carried unanimously, 4-0.

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

M. Based on new organizational structure for the SCCPCCD, reclassify “Finance & Operations Manager” to “Chief Financial Officer” for Mrs. Georgina Tavera. Job description presented for discussion and approval.

Vice-Chair Varona made a motion that based on the new Organizational Structure for the Santa Cruz County Provisional Community College District, we agreed to reclassify the Finance and Operations Manager to Chief Financial Officer for Mrs. Georgina Tavera and we have reviewed the job description previously. Motion was seconded by Dr. Lunderville. Motion carried unanimously, 4-0.

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

N. Presentation and approval of Mr. Greg Lucero and Mrs. Georgina Tavera’s employment contracts

Chair Meixell suggested convening to Executive Session to discuss the contracts. Dr. Lunderville made a motion to convene to Executive Session to discuss the contracts, seconded by Vice-Chair Varona. Motion carried unanimously, 4-0.

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

The Regular Governing Board meeting convened to Executive Session.
The Board reconvened to the Regular Governing Board Meeting at 5:03 p.m.

Chair Meixell stated that it was determined that this item would be tabled to conduct additional work and bring this item back to the June agenda.

O. Presentation and approval of Board policies for the SCCPCCD. Section 1) 100-200 Front Matter / Section 2) 1000-1999 District Governing Board

Mr. Lucero stated this had been provided to the Board and had reduced it down to just the first section to make easier for the Governing Board. He explained the policies and sections and proposed over the course of next board meetings the additional sections. He offered to go through any of the policies or answer any questions.

- Vice-Chair Varona asked for clarification about the second to the last page, middle section, “delegate the administration and day-to-day management of the district to the president and provide respect and support necessary to make that delegate”. Mr. Lucero clarified it would be the CEO or President assigned, but Vice-Chair Varona interpreted as the President of the Board. Chair Meixell said it should just be CEO and remove President to prevent confusion. Mr. Lucero added this would also be posted on the website for public consumption as well.

Dr. Pottinger made a motion to approve the Board policies for the Santa Cruz County Provisional Community College District, section one and section two as presented with the correction throughout these Board policies to strike “President” and have “CEO” listed as the title. Vice-Chair Varona seconded the motion. Motion carried unanimously, 4-0.

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

3. EXECUTIVE SESSION ITEMS

- A.) Executive Session to decide on Greg Lucero’s employment and reclassification under ARS 38-431.03(A)(1)
- B.) Executive Session to decide on Georgina Tavera’s employment and reclassification under ARS 38-431.03(A)(1)

4. APPROVAL OF MINUTES

A. Approval of Minutes

Vice-Chair Varona made a motion to approve the Board minutes of Wednesday, April 16, 2025 as presented, seconded by Dr. Lunderville. Motion carried unanimously, 4-0.

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

B. Future Board Meeting Agenda Items

- a. Website
- b. Request the Pima Community College lobbyist to present to the Board an update on all recently passed legislation affecting the community colleges, ensuring the Board is aware of any new laws.
- c. Contracts (Chair Meixell will work with Mr. Paule and Dr. Pottinger)

C. Future Meeting Date

- a. June 18, 2025: Lunch at 2:30 followed by the meeting at 3:30 p.m.

5. ADJOURNMENT

Having no further business to discuss, the meeting concluded at approximately 5:22 p.m.

Minutes presented respectfully by:

Mr. Greg Lucero
SCCPCCD Strategic Initiatives Director