



**SCCPCCD GOVERNING BOARD
SPECIAL Board Meeting Minutes**

THURSDAY, JUNE 26, 2025

2021 North Grand Avenue ~ Nogales, AZ 85621

1. OPENING ITEMS

A. Call to Order:

Chair Varona called a Public Special Board Meeting of the Santa Cruz County Provisional Community College District (SCCPCCD) Board to order on Thursday, June 26, 2025 at 1:00 p.m.

Pledge of Allegiance:

Vice-Chair Meixell led the Pledge of Allegiance.

Roll Call / In Attendance:

Dr. Marcelino Varona, Jr.- Chair, Angela Meixell- Vice-Chair, Dr. Carrie Pottinger- Member, Mrs. Georgina Tavera- Finance Manager, and Mr. Greg Lucero. Mr. Pauole joined via Zoom. Members Dr. Melisa Lunderville and Mrs. Dina Sanchez were excused from this meeting.

B. Adoption of the Agenda

Chair Varona proposed a motion to adopt the agenda of Thursday, June 26 as presented and recommended. Motion was made by Vice-Chair Meixell, seconded by Dr. Pottinger to adopt the agenda of Thursday, June 26 as presented. Motion carried unanimously, 3-0.

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

C. Public Comment – Call to Audience

No Call to the Public.

2. STANDING REPORTS AND ACTION ITEMS

A. Presentation and approval of Revised Chief Executive Officer (CEO) Job Description revising minimum requirements.

Dr. Pottinger noted that the only change to the job description since its original adoption in May was relocating the requirement of a Master’s Degree in Education or Business Administration from the required qualifications section to the desired qualifications section.

- Chair Varona asked Mr. Lucero if this job description was part of the policy but Mr. Lucero stated it was not, only the CEO position was part of the policy. Chair Varona added that the revised date should be updated to know how to refer back to the minutes if needed.
- Mr. Lucero clarified that the Board Policies identify certain duties that, while not included in the job description, will be carried forward and referenced. He added that the job description would provide more detailed information, outlining both the basic responsibility and specific job requirements.

Chair Varona clarified that the only change was moving the Master’s Degree in Education or Business Administration from required to desired qualifications. Chair Varona entertained a motion to adopt the revised Chief Executive Officer’s job description as discussed. Dr. Pottinger motioned to adopt the CEO job description as discussed, seconded by Vice-Chair Meixell to adopt the revised Chief Executive Officer’s job description as entailing moving from required qualifications to desired qualifications a Master’s Degree in Education or a Masters in Business Administration. Motion carried unanimously, 3-0.

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

B. Presentation and approval of Mr. Greg Lucero’s Employment Contract

Chair Varona entertained a motion to accept the employment agreement for our Chief Executive Officer Mr. Greg Lucero as presented. Vice-Chair Meixell moved to discuss Mr. Lucero’s employment contract, seconded by Dr. Pottinger. Chair Varona stated that they had spent time on this contract and asked to remove the second “out” on page two, “if CEO chooses to opt out of the group medical health insurance **out**”. He added that the CEO must decide whether to keep his COBRA coverage or join the new insurance policy. If he chooses COBRA from July 1 to June 30, 2026, he cannot switch to the new plan. Chair Varona clarified this point with Mr. Pauole, who agreed

that it should not be included in the current contract for SY'25-26, but the Board wanted to communicate it for future contract discussions. Chair Varona confirmed that this was communicated to Mr. Lucero, indicating it would be a consideration for his renewal contract. Chair Varona confirmed that Mr. Lucero understood this. A roll call vote was taken; motion carried unanimously, 3-0.

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

3. EXECUTIVE SESSION ITEMS

Nothing was addressed.

4. Approval of Minutes

A. Approval of Minutes

Dr. Varona entertained a motion to approve the minutes of the Special Board Meeting of Monday, June 9, 2025, as presented. Vice-Chair Meixell made a motion, seconded by Dr. Pottinger. Motion carried unanimously, 3-0.

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

B. Future Meeting Agenda times

- a. Start the discussion of the CEO evaluation instrument and have Mr. Lucero present to the Board the evaluation options that we both agreed upon.
- b. Make sure that all Board members receive a copy of the most recent Auditor General's Report so they can review it in preparation for the next Board meeting. The Auditor General will join via Zoom to present the report, and any deficiencies identified will be addressed.

C. Future Meeting Date

- a. August 20, 2025 at 3:30 p.m.

5. ADJOURNMENT

Dr. Varona entertained a motion to adjourn this meeting at 1:13 p.m. Dr. Pottinger made a motion to adjourn this meeting at 1:13 p.m., seconded by Vice-Chair Meixell. Motion carried unanimously, 3-0.

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

Minutes presented respectfully by:

Mr. Greg Lucero
SCCPCCD CEO