

1. OPENING ITEMS

A. Call to Order:

Chair Varona called a Public Regular Board Meeting of the Santa Cruz County Provisional Community College District (SCCPCCD) Board to order on Wednesday, August 20, 2025, at 3:30 p.m.

Pledge of Allegiance:

Mr. Soto led the Pledge of Allegiance.

Roll Call / In Attendance:

Dr. Marcelino Varona, Jr.- Chair, Dr. Carrie Pottinger- Member, Dr. Melisa Lunderville- Member (via Zoom), Mrs. Dina Sanchez- Member (via Zoom), Mrs. Georgina Tavera- CFO, and Mr. Greg Lucero- CEO, attended. Mr. Pauole joined via Zoom. Dr. Angela Meixell- Vice-Chair was excused from this meeting.

B. Adoption of the Agenda

Chair Varona entertained a motion to adopt the agenda of Wednesday, August 20, 2025, as presented and recommended. Motion was made by Dr. Pottinger to adopt the agenda of Wednesday, August 20, 2025, as presented, seconded by Mrs. Sanchez. Motion carried unanimously, 4-0.

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

C. Public Comment – Call to Audience

No Call to the Public.

2. STANDING REPORTS AND ACTION ITEMS

A. Monthly Financials

Mrs. Tavera presented the June and July 2025 Financials. She reported that modifications would begin on the balance of the Arizona Treasurer’s Account. The June ending balance was \$4,814,000, including interest. She highlighted the lease payment of \$89,723 covering July–September, along with other non-recurring expenses. She also noted that Jose’s first day was August 18.

- Mrs. Sanchez requested greater consistency between the supporting documents and the agenda to make the reports easier to follow. Mrs. Tavera responded that Denissa would oversee that moving forward. She also reviewed IT expenses related to regular operations and system upgrades, and provided the Board with the list of non-recurring July expenses. In addition, she shared that she is preparing a list of anticipated expenses for the Electrician Program, new offices, and the new student union, which she will present at the next meeting. She reported deposits from the University of Arizona (\$20,893), State Assistance (\$20,000), and Rural Aid (\$24,000).
- Chair Varona asked for clarification on the lease amount (\$90K over), and Mrs. Tavera committed to reviewing it and providing an update by tomorrow.
- Chair Varona informed Denissa that School District Attorney Pauole joined the meetings via Zoom.

B. Chairperson of the Governing Board

Chair Varona noted the many improvements and progress under Mr. Lucero’s leadership. He also highlighted the positive collaboration between PCC and staff. He added that the District was off to a great start and moving in the right direction and appreciated Mr. Lucero’s partnerships in the community.

C. Members of the Governing Board

- Dr. Pottinger received a tour of all of the changes made, very impressive, and agreed with Chair Varona. She suggested that the other Board Members do the same.

D. PCC-Santa Cruz Center Campus Report

Mrs. Maricruz Ruiz, PCC Coordinator, introduced Alexis as the new Front Desk Coordinator and first point of contact. Alexis shared her background, and Kimberly Martinson was welcomed as a new faculty member. Federal Work Study students Kiana Morales and Stephanie Cameron will be joining this fall. The Electrician Certificate program launches tomorrow with 16 students during Welcome Week. Upcoming initiatives include a digital ID Blitz in September, the opening of a student hygiene pantry, and ongoing collaboration with Mariposa Clinic. Enrollment has increased by 1.5% over the past three years.

- Chair Varona suggested creating a local pantry to support students and asked Mr. Lucero to explore the idea. Mr. Lucero discussed developing a student union and addressing the pantry. Mrs. Ruiz will review the proposal and provide updates.
- Chair Varona also proposed establishing faculty office hours.
- Mrs. Sanchez noted the campus report was missing from the documents; Mrs. Tavera will share it.
- Chair Varona concluded by thanking Mrs. Ruiz for her presentation.

E. PCC-Santa Cruz Center District Report

Mr. Edgar Soto, Desert Vista Campus Vice President and PCC Supervising Administrator for Santa Cruz Center, commended Alexis and highlighted the importance of addressing food insecurity through potential partnerships with the local food bank. He offered his support to Mr. Lucero in developing this program, noting it required a lot of work and dedication. Mr. Soto expressed disappointment over the loss of three grants but emphasized the Center's strong potential and the importance of moving forward carefully with continued partnerships and collaboration. He voiced concern about losing hospitals and encouraged ongoing discussions. Additionally, he suggested Santa Cruz County's participation in the Rural Policy Forum and suggested hosting a future event. He thanked the Board for their support and for allowing him to be part of this, ensuring we received the necessary resources from Pima.

- Chair Varona thanked him for all of his support and his update. Mrs. Sanchez was very grateful for his full support adding it did not go unnoticed and appreciated everything he did for us. Chair Varona asked Mr. Lucero to look into the Rural Policy Forum.

F. Presentation and Approval of Board Policies for the SCCPCCD – Topics 2000-2050: District Administration and General Institutional Issues

Mr. Lucero noted that while progress on policies had been slow, it was moving in the right direction. The Board reviewed several district policies, including equal opportunity, CEO responsibilities, technology use, and facility maintenance. He proposed using district emails and possibly providing laptops and other technology to Board Members to improve communication and reduce paper usage. Chair Varona supported the idea, emphasizing the need for clear guidelines and budget review, and suggested adding it to the next agenda. Mr. Lucero then briefly addressed additional board policies.

- Chair Varona inquired about how equipment was being tagged. Mrs. Tavera confirmed that district technology equipment was properly tagged. He emphasized that all equipment, not just technology, should be included with tagging.
- Mr. Lucero recommended that the Board adopt Topics 2000: Equal Opportunity Statement, Procedure 2000, PR1: Policies and Procedures Development and Revision Guidelines, Policy 2010: District CEO Duties and Responsibilities, Procedures 2010 PR1: District CEO Duties and Responsibilities CEO Evaluation, Policy 2012: Standing Committees, Policy 2015: Equal Opportunity Statement, Procedure, 2020 PR1: District Civil Rights and Sexual Harassment, Policy Harassment Grievance Procedure, Policy 2025: Records Retention and Maintenance, Policy 2030: Technology Resource Standards, Procedure 2030 PR1: Technology Resource Standards, Network Resource Guidelines, Procedure, 2030 PR2: Technology Resource Standards, IT Acceptable Use Directives, Policy 2040: Facilities Asset Maintenance, and Policy 2050: Facilities Use.

Based on the recommendation of our CEO, Greg Lucero, Chair Varona entertained a motion to approve the following policies and procedures: Topics 2000: Equal Opportunity Statement, Procedure 2000, PR1: Policies and Procedures Development and Revision Guidelines, Policy 2010: District CEO Duties and Responsibilities, Procedures 2010 PR1: District CEO Duties and Responsibilities CEO Evaluation, Policy 2012: Standing Committees, Policy 2015: Equal Opportunity Statement, Procedure, 2020 PR1: District Civil Rights and Sexual Harassment, Policy Harassment Grievance Procedure, Policy 2025: Records Retention and Maintenance, Policy

2030: Technology Resource Standards, Procedure 2030 PR1: Technology Resource Standards, Network Resource Guidelines, Procedure, 2030 PR2: Technology Resource Standards, IT Acceptable Use Directives, Policy 2040: Facilities Asset Maintenance, and Policy 2050: Facilities Use. Mrs. Sanchez made a motion to approve said recommendations, seconded by Dr. Pottinger. Denissa asked for a roll call vote. Motion carried unanimously, 4-0.

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

G. Presentation of Board Policies for the SCCPCCD – Topics 3000-3999: Fiscal Management Policies and Procedures

Chair Varona noted that this item was for information only and would be open for public discussion at the next meeting should there be any objections. Mr. Lucero agreed, adding that the Fiscal Management Policies and Procedures have been posted on the website for public review for the next 30+ days and encouraged participation during the Call to the Public at the upcoming meeting.

H. Discussion and approval of signers to JP Morgan Chase Checking and Savings Accounts – Authorize CEO Greg Lucero and CFO Georgina Tavera to sign expense checks (as stated in Fiscal Management Policies)

Mr. Lucero explained that checks were currently signed by the Board President but proposed transferring check-signing authority to himself, as CEO, and to Mrs. Georgina Tavera, CFO. Chair Varona requested Mr. Pauole’s approval.

Chair Varona entertained a motion to authorize CEO Greg Lucero and CFO Georgina Tavera to sign expense checks with JP Morgan Chase checking and savings account. Mrs. Sanchez made a motion to authorize CEO Greg Lucero and CFO Georgina Tavera to sign expense checks with JP Morgan Chase checking and savings account, seconded by Dr. Pottinger. Motion carried unanimously, 4-0.

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

I. Update on fiscal year audit by John Dominguez CPA from CWDL, Certified Public Accountants

Mr. Lucero informed the Board that he wanted the Auditor General’s Office to provide an overview of the newsletter they had received and to address any questions the Board might have. Mr. Dominguez clarified that they were an independent CPA firm contracted through the Auditor General’s Office.

- Chair Varona asked if there were any concerns the Board should be aware of. Mr. Dominguez assured the Board there were no concerns or issues with fund misappropriation or management and commended the District’s strong financial controls and segregation of duties, making sure there were checks and balances.
- Chair Varona referenced the misplaced funds in the County and emphasized transparency with the public, noting the Auditor General confirmed the District’s funds were properly managed and in order. Mr. Dominguez agreed with Chair Varona’s statement, saying that the funds were adequately managed.
- Mr. Lucero reviewed a past County Treasurer overpayment, which was resolved per Mr. Dominguez’s recommendation. Mrs. Tavera confirmed it had been paid.
- The Board thanked Mr. Dominguez for his report and stressed the importance of staying on top of this issue to reassure the community it was being handled professionally.

J. Report on Board Members’ Term of Office

Mr. Lucero reviewed the history and status of Board Member terms, noting the District operated without revenue during its first ten years. He explained that by Statute ARS-15-1441, the Governing Board terms are six years and intended to stagger based on election outcomes. He outlined current expirations: Precinct 1 (2026), Precinct 2 (2030), Precinct 3 (2028), and Precincts 4 and 5 (2026). He elaborated on the current members’ terms. Mrs. Sanchez expressed concern that five terms will conclude in December 2026 and asked for clarification. Mr. Pauole explained that although legislation intended to limit elections to no more than two seats per cycle, resignations can result in more seats being open, and the County Elections Department has confirmed compliance. Dr. Pottinger emphasized the need to begin planning for the 2026 elections, including candidate recruitment. Board Members were encouraged to identify potential replacements if they do not plan to continue.

K. CEO Performance Appraisal Process

Mr. Lucero explained his approach to the CEO Performance Appraisal, noting that he had been very thorough. Chair Varona inquired whether each member had completed the form and requested further clarification. Mr. Lucero stated that the appraisal process could be conducted in either Executive Session or a public meeting, at the employee’s discretion. Dr. Pauole noted that personnel matters could be discussed in Executive Session under item A1 and added that he would coordinate with the staff member to provide notice at least 24 hours in advance of any Executive Session. Mrs. Sanchez asked whether a numerical metric was being used.

Chair Varona entertained a motion to approve the new CEO Performance Appraisal Process and schedule the first CEO appraisal to be completed by the end of October 2025 and the second to be completed by the end of April 2026. Dr. Pottinger made a motion, seconded by Mrs. Sanchez that the CEO Appraisal process and schedule the first CEO Appraisal to be completed by the end of October 2025 and the second to be completed by the end of April 2026. Denissa asked for a roll call vote. Motion carried unanimously, 4-0. Chair Varona asked Denissa to add this to the next agenda and to make sure she keeps Mr. Pauole informed.

	Dr. Marcelino Varona Jr.	Dr. Angela Meixell	Mrs. Dina Sanchez	Dr. Melisa Lunderville	Dr. Carrie Pottinger
AYE	X	Excused Absence	X	X	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 recommendation of CEO Greg Lucero, to accept the minutes of the Regular Board Meeting minutes of June 18, 2025 and Special Board Meeting minutes of June 26, 2025, as presented. Dr. Pottinger made a motion, seconded by Mrs. Sanchez. Motion carried unanimously, 4-0.

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

B. Future Meeting Agenda times

- a. Review clear guidelines and budget regarding technology
- b. Call to the Public regarding Policies and Procedures.
- c. Planning for the 2026 Election
- d. CEO Appraisal Process

C. Future Meeting Date

- a. Wednesday, September 17, 2025 at 3:30 p.m.
- b. Mrs. Sanchez informed the Board she would not be available due to a corporate meeting.

5. ADJOURNMENT

Dr. Varona entertained a motion to adjourn this meeting at 4:53 p.m. Dr. Pottinger made a motion to adjourn this meeting, seconded by Mrs. Sanchez. Motion carried unanimously, 4-0.

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

Minutes presented respectfully by:

Mr. Greg Lucero
SCCPCCD CEO