



1. OPENING ITEMS

A. Call to Order:

Chair Dr. Varona called a Public Board Meeting of the Santa Cruz County Provisional Community College District (SCCPCCD) Board to order on Wednesday, September 17th, 2025, at 3:30 p.m.

Pledge of Allegiance:

Ms. Lunderville led the pledge of Allegiance.

Roll Call / In Attendance:

Dr. Marcelino Varona, Jr.- Chair, Dr. Angela Meixell- Vice-Chair, Dr. Carrie Pottinger- Member, Dr. Melisa Lunderville- Member, Mr. Greg Lucero- CEO, Mrs. Georgina Tavera- CFO, Mr. Jose Corrales- IT Manager and Ms. Denissa Peiro attended. Mr. Pauole- Attorney joined via Zoom. Mrs. Dina Sanchez- Member (Excused Absence)

B. Adoption of the Agenda

Chair Dr. Varona proposed a motion to adopt the agenda of Wednesday, September 17th as presented and recommended. Motion was made by Dr. Meixell, seconded by Dr. Lunderville to adopt the agenda of Wednesday, September 17th as presented. 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. Financials – Mrs. Georgina Tavera, Finance Manager

Mrs. Tavera presented the August 2025 Financials. The savings account balance was \$1,808,000 and the checking account balance was \$81,000. The Arizona Treasurer’s Account balance was updated to reflect interest earned. She highlighted numerous non-recurring expenses related to construction, IT upgrades for the new Electrician classroom, and facility improvements (e.g., sprinkler system updates, flooring). Expenses for the Electrician program are slated for reimbursement from South32. A payment of \$46,000 was made to the County Treasurer to reconcile a prior overpayment, a resolution approved by the Auditor General. Mrs. Tavera is preparing a detailed list of expenses for the Electrician Program, new offices, and the student union for a future meeting

B. Chairperson of the Governing Board

Chair Varona reported on a positive and welcoming "Welcome Back" event at Pima Community College's Desert Vista Campus. He noted that Pima staff spoke highly of the Santa Cruz Center and that Mr. Edgar Soto effectively promoted the campus. He also observed that Pima employees facing layoffs are looking to Santa Cruz for potential opportunities.

C. Members of the Governing Board

- Dr. Meixell commended the efficient use of space, speed, and quality of the facility upgrades after taking a tour.
- Dr. Lunderville echoed the positive comments.
- Dr. Pottinger expressed pride in the work being done after attending the Electrician Program ribbon-cutting event and hearing from students.

D. PCC-Santa Cruz Center Report

Mrs. Maricruz Ruiz, PCC Coordinator, reported on successful student events, including a Digital ID Blitz that served 40 students. Federal Work-Study students are leading peer-to-peer workshops on topics like credit scores. A student survey was conducted to gather input for the new Student Union, revealing desires for gaming areas, study spaces, and a computer lab. A proposal will be developed for South32 funding. Upcoming workshops include mental health and suicide awareness sessions. Facility upgrades include a FERPA-compliant digital sign-in tablet and a secure document disposal bin. Also creating a workshop for financial aid since a lot of students have questions regarding financial aids.

E. PCC-Santa Cruz District Report

Mr. Edgar Soto was absent due to a Pima Leadership Council meeting. Mrs. Ruiz also reported on strategic discussions regarding organizational changes, dual enrollment, workforce development, and a September 30th stakeholder meeting with State Senator Gabaldon.

- Dr. Pottinger asked if its possible to add the enrollment update for the semester.

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

CEO Lucero presented the Fiscal Management policies for approval, which had been posted for public review. He reviewed 18 policies and procedures covering Terms of Employment, Fiscal Management, the Annual Budget, and Procurement. Key discussions and amendments included:

- Clarifying language in Procurement Policies 3200, 3200PR1, and 3200PR5 to state that the Board empowers the CEO to appoint the CFO as the procurement officer.
- Establishing procurement thresholds: under \$10,000 (no bid), \$10,000-\$50,000 (2 quotes), \$50,000-\$100,000 (3 quotes), over \$100,000 (formal bid/RFP).
- A board directive to add a glossary of terms and acronyms to the policy manual and to standardize titles to "Chair" and "Governing Board".

Dr. Meixell motioned to approve the policies and procedures as presented, with the discussed edits and the addition of a glossary. 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					

G. Equipping Board Members with Electronic Document Delivery Devices

Mr. Jose Corrales presented options for board devices (iPad Air, Dell Laptop, Surface Pro) to facilitate electronic document review, citing efficiency, cost savings, and security benefits. A key discussion point was the importance of using district-owned devices for college business to simplify public records requests and protect members' personal devices and data, as per the previously adopted technology policy.

Dr. Meixell motioned to authorize the purchase of electronic document delivery devices for board members, to be selected by CEO Lucero and Mr. Corrales, with the devices to be taken home by members for college business. Motion was seconded by Dr. Pottinger. Motion carried unanimously, 4-0.

H. Selecting date in October for CEO Evaluation

The board scheduled a Special Meeting for the CEO performance appraisal for Thursday, October 16, 2025, at 12:00 PM. Attorney Pauole will ensure proper notice is provided to CEO Lucero regarding his right to have the evaluation conducted in a public or executive session.

I. Selecting Date in November for Board Retreat

The board scheduled a Board Retreat for Thursday, November 13, 2025, from 12:00 PM to 2:00 PM. The purpose is to review the strategic plan, mission, and mid-fiscal year budget in light of recent federal funding changes and organizational shifts.

3. EXECUTIVE SESSION ITEM

Nothing was addressed

4. APPROVAL OF MINUTES

A. Approval of Minutes

Chair Dr. Varona entertained a motion based on recommendations of the CEO- Mr. Lucero to approve the regular board meeting minutes of August 20th, 2025 as presented. Dr. Lunderville motioned to approve the minutes as presented. Motion was seconded by Dr. Pottinger. Motion passes, 3-0 with one abstention.

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

B. Future Board Meeting Agenda Items

- a. Presentation of the Emergency Response Plan.

C. Future Meeting Date

- a. Wednesday, October 15, 2025 @ 3:30p.m.

5. ADJOURNMENT

A motion was made by Dr. Meixell and seconded by Dr. Lunderville to adjourn the meeting at 5:03 p.m.

Minutes presented respectfully by:

Mr. Greg Lucero
SCCPCCD CEO