

**SANTA CRUZ COUNTY
PROVISIONAL COMMUNITY COLLEGE DISTRICT (SCCPCCD)
GOVERNING BOARD
PLANNING RETREAT MINUTES**

Monday, February 24, 2025



2021 North Grand Avenue ~ Nogales, AZ 85621

1. OPENING ITEMS

Pledge of Allegiance:

Dr. Varona led the Pledge of Allegiance.

In Attendance:

Dr. Angela Meixell-Chair, Dr. Marcelino Varona, Jr.-Vice-Chair, Dr. Melisa Lunderville-Member, Dr. Carrie Pottinger-Member, Mrs. Dina Sanchez-Member, Ms. Georgina Tavera-Finance Manager, and Mr. Greg Lucero-Director of Strategic Initiatives.

Chairman Meixell handed the meeting over to Mr. Lucero.

Mr. Lucero informed the Board that this meeting was informal and wanted to be open and conversational as possible. He briefed the newest members about the history of the college, and provided an overall history of the college. The items to be discussed during the retreat were as follows: 1.) Review and Discuss District Policies, 2.) Review and Discuss Pima College IGA, and 3.) Review and Discuss Strategic Plan.

His opening slide captured his sentiment: “How can we Plan for the Future if we can’t manage the Present?” He elaborated on its relevance to both the staff and the organization. Vice-Chair Varona slightly agreed appointing a CEO to lead the college, warning against the pitfalls of creating a bureaucracy. He shared insights from his experience correcting the tax rate at the State Legislature and highlighted how Coconino Community College grew into a large bureaucracy after pushing for a bill. He emphasized the need for our college to have a CEO who can effectively represent us and guide our progress, urging caution to avoid becoming another Coconino Community College.

Board Policies

Mr. Lucero stated that out of all of the policies, only one policy had been adopted. He asked the Board Members to work amongst themselves to discuss meeting dates and times for everyone, making it standardized. After an open discussion, it was decided to have the board meetings on the third Wednesday of the month at 3:30 p.m. The next board meeting will take place on Wednesday, March 19th at 3:30 p.m. Another topic discussed was meeting regulations, particularly regarding motions. Vice-Chair Varona said that the process had been handled correctly, noting that an “aye” is not necessary for every objection. Dr. Pottinger expressed concern that the pace was too fast, unable to vote. In response, Vice-Chair Varona mentioned he allowed a 20-second pause for objections. Dr. Lunderville asked about the bylaws. Mrs. Tavera reminded the group that the bylaws were approved last year, while Vice-Chair Varona recommended a review every two years. Dr. Lunderville emphasized the importance of adhering to the bylaws.

District Policies and Procedures Issues

Mr. Lucero stated that, in the absence of a CEO, the Governing Board had been managing all related issues.

- ***Student Safety:*** Mr. Lucero emphasized the need for an accurate and implementable plan, noting that no one had been assigned roles, committees, or had recorded fire drills. Vice-Chair Varona explained the termination of the CEO and stressed that Pima Community College was responsible for the safety of our students but we were responsible for the overall safety of anyone in the building. Chairman Meixell pointed out that Pima prohibited any interaction with students. Mr. Lucero clarified that he should have said "Public Safety" while discussing the Emergency Response Plan. Dr. Pottinger requested clarification on the responsibilities between Pima Community College and our institution; it was explained. Open discussion took place. Dr. Lunderville suggested going back to the document and delineating the responsibilities, adding it was concerning that, right now, anyone could walk in without being questioned. Chairman Meixell added that the landlord also had certain responsibilities and elaborated. Dr. Lunderville asked for more clarifications on the insurance. Vice-Chair Varona agreed with Dr. Lunderville saying that safety was our primary responsibility. He emphasized that it was the CEO's responsibility to address these concerns and suggested reaching out to Pima for assistance and referenced them to section 3.3.4 on page

eight of the agreement. Mr. Lucero noted that the current door hardware did not meet safety standards, echoing Vice-Chair Varona's comments. Dr. Lunderville requested clarification on CEO funding and FTE. An open discussion took place, during which Vice-Chair Varona stressed the importance of avoiding bureaucracy and proposed combining the Strategic Initiatives Director role with the CEO position instead of creating a separate one. Chairman Meixell said she needed to discuss the process with Mr. Pauole on how to proceed. Dr. Lunderville suggested amending the job description or merging the position. It was also suggested by Vice-Chair Varona to bring a sample amended policies and include Dr. Phillips for his input. This item will also be addressed during the budget discussion.

- **Human Resources / Records Management:** Mr. Lucero highlighted the absence of adopted personnel rules & regulations, benefits, training & education, or recruitment. He noted that while ASBAIT offered a good health plan, the College's current plan had the highest premium. Dr. Lunderville asked for clarification about these areas not being overseen by anyone; Mrs. Tavera is temporarily managing these responsibilities as assigned by the Board in a past meeting. Dr. Lunderville expressed concerns about being unreasonable to continually amend job descriptions instead of maintaining a clear segregation of duties. Vice-Chair Varona mentioned that Pima's HR department could assist with any of these areas, except we would pay for those services. An open discussion took place addressing various concerns, suggestions, resources available, have a clear visual, CEO needs and their responsibilities, establish a policy manual, order a fireproof safe for important documents. Ultimately, it was said we needed an organized system in place and ensure clarity.
- **Information Technology:** Jose, who set up our IT system, currently works full-time at the University of Arizona. Mr. Lucero sought his recommendation, and Jose indicated that we needed a full-time IT Manager to effectively manage our IT issues. He has trained several student workers, but they are only temporary. Vice-Chair Varona noted that the IT personnel was our responsibility and not Pima's. It was emphasized that IT was crucial for emergencies and essential services for organizations using our facilities. Mrs. Tavera praised the student workers for their work but mentioned they were only able to work 19 hours per week. Vice Chair Varona suggested discussing during our budget the need for a CEO, a full-time IT employee, and health benefits. Dr. Lunderville added that these positions needed to be marketable, and suggested inviting ASBAIT to make them compete for their business, giving us the best deal. She added to look at other positions with similar job descriptions, with their benefits packages, such as the U of A, Pima, etc. It was also mentioned this could be incorporated into the IGA and be more competitive. Mr. Lucero said budget discussions will begin next month.
- **Marketing/Branding:** Mr. Lucero discussed the marketing and branding efforts for our college and shared the consultant feedback: we are known as Santa Cruz Center, SCCPCCD is a mouthful and lacks brand recognition and equity. He introduced the new webpage logo designed by Paula, which opened a discussion about the Santa Cruz Center name. Vice-Chair Varona pointed out that Santa Cruz Center had no legal entity for accreditation; he approved the new logo and wording. Dr. Lunderville commented on community confusion regarding various centers in the county. Overall, consensus was reached that the new logo was a significant improvement. Dr. Lunderville asked for clarification on where else our branding was being posted. Mrs. Tavera will add this topic to the agenda.
- **Stakeholder Engagement:** Mr. Lucero shared a slide with the process and what we are trying to accomplish. He identified the stakeholders and said how do we want to accomplish and what is our end goal. What is the message we want to get across? Chairman Meixell said her primary stakeholders were the community and the students; the primary message is that there is accredited secondary education available here. Vice-Chair Varona said that they are aware of this facility and they know they are accredited. It was also mentioned that it was imperative that we have the academic counselor to guide the students on what is transferrable and what was not going into the university. Mr. Lucero said our target was the students, and what strategy are we using? Have we communicated with Pima? Dr. Lunderville said they currently market using the Chamber of Commerce. At this time, Paula joined the meeting virtually (9:47 a.m.). She shared that her goals and purpose of the website were to attract students, build relationships with businesses, and the community, understanding the valuable role that the center played. She presented the home webpage including the new logo and explained what it covered, including the new quotes from students, drop-down menus and relationships with our partnerships. Vice-Chair Varona asked Paula to add next to the new logo "located at the Santa Cruz Center". Mrs. Sanchez will provide a picture for the Arizona @ Work Santa Cruz County. Paula will also update the webpage to "Meet Pima Community Faculty", change Santa Cruz Center, and add Maria and Jose. It was also asked to have direct access to the classes being offered, and not go through Pima Community

College or U of A, how to be ADA compliant, and language choice. Overall, everyone liked the improvements made to the webpage. Mr. Lucero suggested adding the final copy on the next regular board meeting for approval.

At this time, the Board took a break for ten minutes.

Mr. Lucero stated that some topics not covered were the Foundation and Business and Industry.

- ***Facilities Management:*** Mr. Lucero addressed two main issues: the space utilization plan and the development of a new college campus. He discussed the impact of these issues on the college and said how the current space should be better utilized. He also inquired about the housing of the South32 Electrician Certification Program. Chairman Meixell noted that the future vision was to establish a center that would require its own management as the college evolves. Mr. Lucero said that the Santa Cruz Board of Supervisors was supporting the development of a center that could include CTE programs, recreational facilities, and a community center, but raised the question of who would oversee its management.
- ***Electrical Certification Program:*** South32 formed a workforce task force and subcommittee. Pima expected to partner directly with South32 for a program, but South32 insisted it go through the Provisional College under an existing IGA. The program's startup cost is about \$500,000, and it is planned as a pilot with 16 cohorts, with the aim of hiring 5-6 graduates from the first class. Mr. Lucero outlined the budget and said more details would be provided once they start. Chairman Meixell asked about classified numbers and certification training, while Dr. Lunderville questioned the 26% indirect cost, noting that usual rates are 8-12%. Mr. Lucero emphasized South32's focus on the program's success over costs, excluding building modifications, student support, and marketing expenses. South32 will join a meeting on Wednesday to discuss forming a committee for developing a college campus and involving all relevant stakeholders. Chairman Meixell expressed concern about whether South32 would commit to building the campus until they advance their own establishment. Mr. Lucero noted that Santa Cruz County wants a community center and has about \$400,000 from an EDA grant. He proposed meeting with the Santa Cruz County Board next month to discuss collaborating on future facility redesign.
- ***Similar College Campuses:*** His slide presented colleges comparable to ours, including Tohono O'odham Community College, Gila Community College, and Pamlico Community College, along with their organizational charts to illustrate their staffing structures. Dr. Pottinger inquired about the future of the building and expressed concern that discussions seemed focused solely on the building rather than broader goals. Chairman Meixell provided an overview of the South32 Program.

Take Aways and Action Items

- Budget for 2025-2026 (this will include topics discussed and identified today, such as benefits)
- Pima College IGA
 - Electrical Technician Certification (next meeting)
 - Marketing
 - Students and Faculty
 - Space Utilization (dual credit programs)
- Policies & Procedures (CEO)
- 1-2 Year Strategic Plan
 - This topic was not discussed, but he said we all agreed to work on how to get us better prepared for that ultimate goal, what the action plan we need to get in place. This was emailed to everyone.
 - Chairman Meixell mentioned that the discussion of the breaking down, the timeline, and the measurable was not completed.
 - Dr. Pottinger said it was very important to look at the 1-2 years Strategic Plan as it was a big vision.

Mrs. Tavera provided the following recap:

- Purchase of a Fireproof Safe
- Budget: Adjustment of the position or create a new position
- Brand new IT position
- IT expenses with Pima/U of A
- Full time faculty

- Adopt new logo (vote)
- Website: appointing of people
- Photographs: Maria and Jose
- IGA (health care coverage)
- Description on how to address the students and not counsel
- Dual Enrollment (IGA)
- South32 – Electrical Certification Program (HR Director)
- Leveraging and using Pima Resources (this is part of the IGA discussion)

Vice-Chair Varona requested an update from Mr. Lucero regarding the Electrical Certification and the campus, inquiring if this represented a single agreement. Mr. Lucero explained that South32 said the Master Agreement would take too long to finalize. He recommended adding this topic to the next agenda with a motion to authorize staff to proceed with establishing the program, contingent upon ratifying the Master Agreement before engaging in the IGA with Pima. Everyone agreed on the necessity of having the Master Agreement in place before moving forward.

Mr. Lucero asked Dr. Lunderville about what message they had received at the District. Dr. Lunderville mentioned that a separate committee was proposed to assess the situation. She expressed frustration and said there needed to be a single agreement to advance the process, and added that a statement from the board would make more of an impact. This led to an open discussion regarding the Master Agreement.

2. **ADJOURNMENT**

Having no further business to discuss, the meeting ended at approximately 11:11 a.m.

Minutes presented respectfully by:

Mrs. Georgina Tavera
SCCPCCD Finance and Operations Manager

Note: To view the complete presentation of this meeting, please visit our website: <https://santacruzcenter.org/>