



# **PimaCommunityCollege**

## **All College Council Minutes April 21, 2025, 1:00 p.m. - 2:30 p.m. Via Google Meet**

**Attendees:** Cody Watts, David Donderewicz, David Parker, Denise Reilly, Don Harp, Edgar Soto, Erika Elias, Francine Tupiken Ruelas, Ian Roark, James Craig, Jeffrey Nasse, Makyla Hays, Phil Burdick, Sean Mendoza, Suzanne Desjardin, Vivian Knight

### **1. Call to Order and Welcome**

- Chair James Craig opened the meeting and welcomed attendees.
- Special welcome extended to Chancellor Jeffrey Nasse and Vice Chancellor Ian Roark.
- Participants introduced themselves, including members from Faculty Senate, Staff Council, AERC, Financial Aid, Marketing & Strategic Outreach, Student Affairs, and other departments.

### **2. Approval of Minutes**

- Minutes from the March 2025 meeting were approved unanimously. Motion by Sean Mendoza, seconded by Edgar Soto.

### **3. Chancellor's Remarks – Dr. Jeffrey Nasse**

- Shared updates on his three major strategic goals:
  - **HLC Accreditation**
  - **Enrollment and Retention**
  - **Improving Communication**
- Stressed that improving communication is not a one-off goal but a cultural shift to embed long-term.

- Introduced the renamed division: **Marketing, Communications, and Strategic Outreach**, led by Vice Chancellor Phil Burdick.
- Emphasized consistent, predictable communication practices and transparency.
- Proposed creation of:
  - A **shared institutional calendar**
  - **Post-meeting takeaways** to reduce information silos
  - Use of **D2L and MyPima** for both internal and student-facing communication

#### 4. Communication Feedback Reports from Council Representatives

ACC College Communication Feedback

<https://docs.google.com/document/d/1EfyyGh39ZePeUggVaxN3aek-IRfcPNXtPQ5qp1paW-8/edit?tab=t.0>

##### Faculty (Denise Reilly)

- Faculty report excessive emails and overlapping meetings.
- Need for coordinated calendar and proactive academic scheduling.
- Advocated for Provost Office leadership in centralizing academic communication.
- Faculty use **D2L as the primary platform** for reaching students.

##### Adjunct Faculty (Sean Mendoza)

- Adjuncts feel disconnected due to asynchronous schedules.
- Suggested video briefings, summary slides, and simplified onboarding tools.
- Recommends less email dependence and more targeted communication.
- Shared concerns about potential AI misuse and policy coverage.

##### AERC (Makyla Hays)

- Council communicates via internal email, agendas, and issue trackers.
- Challenges in engaging with all employee groups due to limited listserv access.
- Advocated for consistent communication formats and timelines.
- Requested clarity on the role and visibility of shared governance.

### **Staff Council (Erika Elias)**

- Shared that Staff Council records and transcribes meetings, which are then shared in newsletters and internal archives.
- Working on flyer-based communication and internal SharePoint resource expansion.

### **Student Affairs (Suzanne Desjardin)**

- Reaffirmed students' preference for **D2L** as a primary channel.
- Students experience orientation and website navigation gaps.
- Advocated for clean, consistent student-facing messaging across all touchpoints.
- Mentioned weekly department meetings and subgroup collaborations as internal best practice.

### **Financial Aid (David Donderewicz)**

- Working on revamping financial aid communications and tools.
- New strategies include:
  - Simplified **financial aid offer letters**
  - Multiple outreach modes (email, text, phone, MyPima, events)
  - Transparency efforts as part of a **national Cost Transparency Initiative**

## **5. Key Communication Themes**

- Need for:
  - **Predictable and coordinated communication structures**
  - **Transparent post-meeting documentation**
  - **Clear division of responsibility** among college leadership
- Redundancies in communication groups are creating silos and misalignment.
- D2L is a trusted hub—suggested leveraging it more intentionally.
- Desire for **access to student-directed messages** to ensure alignment in faculty-student interactions.

## 6. Policy and AP/BP Updates – David Parker

<https://drive.google.com/drive/folders/1Cs-hRHdHOnFxCbwmx6vMcmWWAZLaGXbR>

- Reviewed compliance-driven updates to Board Policy (BP) and Administrative Procedures (AP):
  - Removed charged terms in DEI language for federal compliance while preserving institutional values.
  - Revised AP on Discrimination, Harassment, and Retaliation to:
    - Standardize appeal processes
    - Clarify language
    - Incorporate federal guidance
  - Discussed new Title IX accommodations for pregnant students.
  - Introduced the federal **STOP Campus Hazing Act** compliance plans.
- Noted AI-related misconduct is already covered under IT and student conduct policies, but continuous review is needed.

## 7. AERC Updates – Makyla Hays

<https://docs.google.com/document/d/1QM8qFIA7qW7sFHI6BA05Brio073cHTVHmPsGM-FlwDk/edit?tab=t.0>

- Reviewed:
  - Upcoming 21-day comment periods on adjunct tiers and updated sick leave policies
  - Upcoming launch of salary transparency tools to estimate wage growth
- Noted development of simplified **salary planning videos** to help employees understand compensation structures

## 8. Next Steps and Closing

- Chancellor Nasse encouraged continued cross-functional input into the **Communication Strategy Report** being finalized by Phil Burdick.
- Agreement to streamline or merge workgroups working on communication to avoid duplication.

- AERC's proposed email signature policy discussion postponed to **May 19** meeting.
- Meeting adjourned with thanks to all participants for their engagement and input.