The Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, May 13, 2015 at 5:30 p.m., in the Community/Board Room, District Central Office, 4905C E. Broadway, Tucson, AZ 85709-1010.

BOARD MEMBERS
Sylvia Lee, Chair
Marty Cortez, Secretary
Mark Hanna
David Longoria
Scott Stewart

REPRESENTATIVES TO THE BOARD
Alec Moreno, Student
Don Harp, Staff
Carlo Buscemi, Adjunct Faculty
Brian Stewart, Administrator
Mays Imad, Faculty

RECORDING SECRETARY
Denise M. Dudoit

GENERAL COUNSEL
Jeffrey Silvyn

ADMINISTRATION
Lee Lambert, Chancellor
Louis Albert, President, West Campus
David Bea, Executive Vice Chancellor, Finance and Administration
Yira Brimage, Vice President of Student Development
Ricardo Castro-Salazar, Vice President for International Development, Acting
Jennie Conway, Academic Dean, Acting
Suzanne Desjardin, Vice President of Student Development, Acting
Cindy Dooling, Interim Vice Chancellor for Information Technology
David Doré, President, Northwest Campus

Dolores Durán-Cerda, Senior Assistant to the Provost
John Gillis, Vice President of Instruction, Acting
Mary Beth Ginter, Academic Dean
James Craig, Dean, Health Related Professions
Erica Holmes, Provost
Patricia Houston, Vice President of Instruction, Acting
Rachelle Howell, Vice Chancellor for Institutional Advancement, Acting
Darla Lammers, Vice President of Instruction
Karrie Mitchell, Assistant Vice Chancellor of Student Development
Lorraine Morales, President, Community Campus
Bruce Moses, Assistant Vice Chancellor for Accreditation
Ann Parker, Vice President of Student Development
Morgan Phillips, President, Desert Vista Campus
Nic Richmond, Assistant Vice Chancellor for Planning and Institutional Research
Irene Robles-Lopez, Vice President of Student Development
Ted Roush, Vice President of Instruction
Yvonne Sandoval, Academic Dean, Acting
Kate Schmidt, Dean of Online Development, Acting
Edgar Soto, Executive Director of Athletics
Stan Steinman, Academic Dean
Jeff Thies, Executive Director of Developmental Education
William Ward, Vice Chancellor, Facilities
Greg Wilson, Academic Dean
Deborah Yoklic, Assistant Vice Chancellor
Darla Zirbes, Acting President, East Campus
GENERAL MATTERS

Call to Order

Sylvia Lee called the meeting to order at 5:35 p.m.

Pledge of Allegiance

Sylvia Lee led the Pledge of Allegiance.

Public Comment – Call to Audience

Bruce Hamilton and Daniel Kester presented an award recognizing the Chancellor as a Patriotic Employer by supporting employee participation in America’s National Guard and Reserve Force.

Delso Bosquez, Program Assistant, addressed the Board regarding the lack of information shared with non-exempt employees during the Meet and Confer process and a proposal brought forward by AFSCME regarding payroll deduction of dues.

Rita Flattley, Instructional Faculty member, addressed the Board regarding retirement incentives brought forward by PCCEA during Meet and Confer.

Joe Ferguson, vice-president of the Arizona Press Club, presented the Board with the Arpaio First Amendment Disservice Award known as the “Brick Wall Award”.

Michael Lopez, Program Coordinator, addressed the Board stating he was pleased with exempt staff representation throughout Meet and Confer and his concerns with the language in the proposal regarding reduction in force.

Remarks by Governing Board Members

Chancellor Lambert introduced Stella Perez, Interim Vice Chancellor for Operations and Julianna Wilson, Dean of Science and Communication Arts (Acting), and Libby Howell, Executive Director of Marketing.

Special Recognition to Student Jenifer Martin by the Make-A-Wish Foundation and the PCC Foundation

Student Success Video (Honors Program) produced by Diane Aiza Tolentino

Chairperson Lee called for a moment of silence to honor a Northwest Campus student, Alida Bravo, who passed away.

Chairperson Lee informed a training session regarding Open Meeting Law was recently held and asked the materials be sent to the Board Representatives for their review.
Chairperson Lee spoke about the American Community College Trustees (ACCT) retreat she and other Board Members attended.

Chairperson Lee read a statement of apology for the confusion the Board’s April statement regarding the Step Progression Plans may have caused.

Board member Marty Cortez commented it was a pleasure to work with the other Trustees on improving Arizona’s community colleges.

Board member Mark Hanna shared he recently visited Downtown and Desert Vista campuses, attended the Multicultural Convocation, and a leadership recognition ceremony at West Campus. He is amazed by the dedication he sees and is proud to be on the Board.

Board member Scott Stewart concurs with previous comments regarding Governance Institute of Student Success (GISS). As the Arizona Association of District Governing Boards (AADGB) representative, he attended a meeting two weeks ago where membership dues was the topic of their informal discussions.

INFORMATION ITEMS

Board of Governor’s Finance and Audit Committee Update

Committee Chair, Nathanael Tarwasokono presented an update to the Board as part of the Committee’s Charter. The Committee has held nine meetings since its inception in May 2014 and one training session. Meeting topics have included a review of the charter; a review of audit reports with the Office of Internal Auditor and State of Arizona Office of Auditor General; and a recommendation to publish the College Financial Ratio Analysis on the College website.

As the Committee begins its second year, future topics and highlights under consideration include an audit follow-up; financial benchmark ratios; continued support to the Board; and an investment policy review and possible update.

Meet and Confer Employee Group Presentations

ACES, AFSCME, and PCCEA presented summaries of the work completed during the Meet and Confer process.

Chief Spokespersons Dr. Daisy Rodriguez Pitel representing ACES and Dr. Darla Zirbes representing Management, co-presented to the Board in an attempt to model interest based collaboration. In total, this team signed nine proposals addressing areas such as externally funded positions, seniority, professional development, and the layoff/reduction in force policy.

Chief Spokesperson Hal Melfi, representing AFSCME, presented to the Board. AFSCME proposals fell into two categories: non-economic proposals and economic proposals. The
non-economic proposals addressed areas such as conditions of work, organizational
realignment and repurposing, non-exempt employee representation, professional
development, leaves and holidays, and payroll dues deductions. Economic proposals
addressed such issues as shift differential and clarifying policy in the event the College
implements reduced work schedules.

Chief Spokesperson Nan Schmidt, representing PCCEA, presented to the Board. PCCEA
and Management worked collaboratively to develop and sign several proposals including
horizontal movement, seniority, extended and reduced contracts, and a re-write of the
layoff/reduction in force policy. Areas that lacked agreement were the suspension of the step
progression plan, retirement options, and sabbaticals.

Personnel Policy Statement for Non-Exempt and Exempt Staff, Faculty and Administrators,
2015/2016 Fiscal Year

Before approving the Personnel Policy Statements, Chairperson Lee read the following:

The Board appreciates very much as was already said the incredible work that has taken
place and the collaboration and cooperation. I do want to say I am concerned, me
individually, this the work that went on and this happens every year. So I would hope at
some point with the looking at this, this be streamlined because this is taking so much time
away from what you do every day, and that is work with our students. Not saying it isn’t
incredibly important it just seems like there might be a different way to make it more
efficient and effective. But with that said, from the big picture regarding Meet and Confer
we’ve talked about the issues and the proposals being brought forward are dealing with the
Higher Learning Commission and what was noted as needing to improve the issues with the
budget, as I mentioned the fact of our fiscal picture and the third that wasn’t mentioned and
want to make sure is not lost is everything we do should have in mind how this impacts our
student success overall as an umbrella.

With that said, I would like the College to move in a direction, I will say the Board would
like the College to begin to move in a direction to reframe how we look at Common Policy.
I think Dan had a few words at our Friday meeting and working at previous universities
where it was, Common Policy was the big book and individual books had smaller books.
Right now we have four books and Common Policy is frequently the one that is left behind,
and there is not a real process for how we deal with Common Policy.

With that, we’d like to begin to ask the College, specifically the Chancellor to begin to look
at reframing how we begin to look at Common Policy as a College and to begin towards
harmonizing the separate handbooks into one as much as possible, granted there is going to
always be nuances; We understand that. You can start to see the areas that are common
rather than disparate.

Regarding the Reduction in Force, the Board approves the three separate proposals. But we
are, recommending the approval of three separate proposals but we are directing the
Chancellor to bring the three groups together, yet another task force, in the fall of 2015 to be
completed by the end of that semester - December 2015 to look at how to harmonize the
reduction in force proposals into one. Keeping in mind that for example faculty program
review may require the fact that some programs as I mentioned on Friday’s study session used the example of landscape architecture the program went away and we had to deal with a faculty member with regards to retraining that faculty member, true story, happened in the 90s and there have been examples of how Pima handled that separately from that program piece looking at Common Policy on which pieces all three have in common and trying to come together and harmonizing.

We approve the exempt and non-exempt realignment and repurposing, but we want this to be looked at as part of the reduction in force.

Regarding faculty academic freedom, specifically the textbook issue, we want to table that for now. We want to better understand, we want to acknowledge that academic freedom obviously is incredibly important, that has nothing to do with it, but the piece that we want to look at and this is something that can’t be looked at right now, but in the future is same textbook for the same course.

Next, regarding the retirement incentive, although we agree that there needs to be incentives, we do totally agree that we want retirements and faculty to make sure there are, there is a timetable by which we can plan for their retirement but we want to table incentive piece because of the financial implications that we see.

Regarding the sabbatical, we would like to clean up the language that we see in the both the sabbatical pieces but we want to table the proposal and ask that the leaders of PCCEA work with the Chancellor to look at other community colleges, on Friday I asked the question: what other community colleges have the same kind of sabbatical language that you are proposing and the answer was Maricopa. I urge you to look broader, and see what other language, I understand and the Board understands that there are faculty that count on the extra opportunities such as department chair or overloads but I would like, think as a Board we would like to see what other community colleges do in the country and I would urge to come up with an agreement with the Chancellor on that because as I understand it, that is still being looked at in a meeting that you had.

Chancellor Lambert clarifies – I’m not saying no, as a final no, willing to look at this going forward but want to make sure we look into it before we make a final recommendation.

All other meet and confer proposals not mentioned are approved as written.

**Motion No. 201505-03**

David Longoria – M, Scott Stewart – S, to approve the changes to the Personnel Policy Statement for College Employees.

Vote: All Board members present voted “aye” by voice vote. None were opposed. **Motion CARRIED.**

**Employment Information**

Chairperson Lee noted the retirement of Jon States and thanked him for his service to the College and wished him well on his future endeavors.
Adjunct Faculty Appointments
This item was noted as an information item.

This item was noted as an information item.

All College Council Meeting Minutes
This item was noted as an information item.

Administrative Procedure Changes
The following Standard Practice Guides (SPGs) were noted as information items: SPG-1501/AF: Disability Documentation Requirements: Establishment of Eligibility for Services under ADA/Section 504; SPG-3603/AA: Access and Disability Resources Community Advisory Committee (ADRCAC) and SPG-3603/BA: Guidelines for Utilization of Service Animals for Individuals with Disabilities.

ACTION ITEMS

Consent Agenda

Chairperson Lee pulled the following items to be voted on separately: 3.1 (11) Contract: College-wide Student Support Services Call Center Services; 3.1 (12) Contract: Solar Energy Power Purchase Agreement and 3.1 (13) Faculty Emeriti Nominations.

Motion No. 201505-04

David Longoria – M, Marty Cortez – S, to approve the Consent Agenda.

3.1 (1) Approval of Minutes of the following meetings:
   A. Study Session of March 24, 2015
   B. Study Session on April 1, 2015
   C. Special Meeting to conduct Executive Session on April 8, 2015
   D. Regular Meeting of April 8, 2015
3.1 (2) Board Policy Non-Substantive Changes, Deletion and New Board Policy — Final Reading
3.1 (3) New Positions – International Developmental
3.1 (4) 2016-2017 Academic Calendar
3.1 (5) Grant Proposal: 2016 Highway Safety Plan for Impaired Drivers and Occupant Protection Program
3.1 (6) Grant Proposal: Department of Health and Human Services Health Profession Opportunities Grant to Serve TANF and Low Income Individuals (HPOG) Grant
3.1 (7) Grant Proposal: Department of Energy Sub-grantee through Salt Lake Community College Rocky Mountain Solar Training Program
3.1 (8) Grant Proposal: United States Department of Agriculture USDA Grant
3.1 (9) Sub-Grant Agreement Renewal: First Things First Innovative Professional Development

3.1 (10) Intergovernmental Agreement with Sahuarita Unified School District

Vote: All Board members present voted “aye” by voice vote. None were opposed. **Motion CARRIED.**

3.1 (11) Contract: College-wide Student Support Services Call Center Services

**Motion No. 201505-05**

Scott Stewart – M, David Longoria – S, to approve the selection of Blackboard Inc., in support of student service needs for Student Accounts, Student Services, and Financial Aid. Services will be offered via phone, chat, and email from July 1, 2015 through June 30, 2018. Estimated yearly costs for this time period are $700,000, including one time implementation costs and an average per call cost of $2.73.

Vote: All Board members present voted “aye” by voice vote. None were opposed. **Motion CARRIED.**


**Motion No. 201505-06**

Marty Cortez – M, Mark Hanna – S, to approve the College to enter into negotiations with the Solon Corporation and to sign an Energy Power Purchase Agreement.

Vote: All Board members present voted “aye” by voice vote. None were opposed. **Motion CARRIED.**

3.1 (13) Faculty Emeriti Nominations

**Motion No. 201505-07**

Scott Stewart – M, Marty Cortez – S, to approve granting Faculty Emeritus status to ten retired Pima Community College faculty. They are Gun Elisabet Bailey, Guadalupe Castillo, Anne Franklin, Richard Fridena, Margaret Fried, Mary Kay Gilliland, Jo Ann Little, Nancy Wall, George Welch, and Paul Welsh.

Vote: All Board members present voted “aye” by voice vote. None were opposed. **Motion CARRIED.**

Other Action Items

Board Policy Substantive Changes, Deletion and New Board Policy — Final Reading
Motion No. 201505-08

David Longoria – M, Scott Stewart – S, to approve the final reading of BP-1101: Prime Policy.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion CARRIED.

Adoption of General Education Statement and Outcomes

Motion No. 201505-09

David Longoria – M, Scott Stewart – S, to approve the new general education outcomes: communication; critical and creative thinking; quantitative and scientific literacy and analysis; information literacy; and diverse cultural, historical, and global perspectives

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion CARRIED.

Fiscal Year 2016 Proposed Budget

Motion No. 201505-10

Scott Stewart – M, David Longoria – S, to approve the fiscal year 2016 proposed budget to be published in the Arizona Daily Star on May 22, and June 1, 2015 according to statutory requirements; and to conduct a public hearing and a special board meeting for the purpose of adopting the budget and setting property tax rates and levies on June 10, 2015.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion CARRIED.

Capital Budget Plans for Fiscal Year 2016 and 2017

Motion No. 201505-11

Scott Stewart – M, Mark Hanna – S, to approve the capital projects for fiscal years 2016 and 2017. In total, the budget includes $10.6 million for projects in fiscal year 2016 and $8.3 million in fiscal year 2017.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion CARRIED.

Proposal Opportunity for Board Development with Working Change LLC in June

Motion No. 201505-12

Vote: Before the vote, Scott Stewart disclosed his connection with the owners of Working Change LLC and recused himself and left the room during the vote.

All Board members present voted “aye” by voice vote. None were opposed. Motion CARRIED.

Katz v. PCC Litigation

Motion No. 201505-13

Scott Stewart – M, David Longoria – S, to approve General Counsel’s request to deny David Katz’s notice of claim against Pima Community College asserting he should be awarded a contract for the 2015-16 academic year or the dollar value of the contract.

All Board members present voted “aye” by voice vote. None were opposed. Motion CARRIED.

REPORTS

Reports by Representatives to the Board

Student – Alec Moreno
Student Representative Alec Moreno highlighted student sponsored activities at each of the campuses. Students presented the following recommendation/concern to the Board: Students would like to ask the College promote the student grievance process. Many students who would like to put forth issues are not aware there is a formal process and feel that all issues begin and end with their instructors. It was suggested the issue could be promoted by making the current grievance page on the Pima website easier to locate as well as putting up flyers at the library and at the student advisor desks or a tab on the MyPima page. Another issue from students is not having enough tutors available to help with higher level courses. Tutors at certain campuses are limited and may not specialize in certain courses.

Temporary Staff — A Temporary Staff representative has not been identified therefore a report was not provided.

Staff – Don Harp
Staff Representative Don Harp highlighted activities that had taken place including the Vagina Monologues, a performance held at West Campus for the past five years and PCC4me, a free event held at West Campus to inform prospective and current students about PCC’s academic and occupational career options. He also spoke about exempt and non-exempt employees belief in putting Students First by providing directions, greeting them with a smile, providing quality customer service and offering advice as the students pursue their educational goals. Lastly, Don spoke about an upcoming Enrollment Management
phonathon in response to a concern brought forward last month. Records indicate more than 7,000 students who need a semester or less to finish their degree or certificate. Staff Council is encouraging its members as well as all staff to volunteer for the phonathons to be held May 30th and June 20th. A concern regarding BP 1401 and representation on All College Council was also raised. It is felt staff representatives should include one exempt and one non-exempt employee. At this point, substantive changes would require bringing the policy back before the Board therefore it was determined the issue could be resolved by defining representation in the Staff Council bylaws until the next review cycle.

Adjunct Faculty – Carlo Buscemi
Adjunct Faculty Representative Carlo Buscemi reported on the inequities he feels Adjunct Faculty are experiencing at the College. He stated there is no discussion on how part-time faculty can assist in improving the fate of the College despite the fact they are the majority that teaches most classes. He is aware an Adjunct Faculty Standing Committee has been formed but the outcomes of this committee are not clear. He states the money spent on marketing and advertising is not cost effective as the best tools to promote the College are in house; the front line employee are the best at promoting the business and does not cost anything. Carlo also shared an example from a former employer where the employees were the main priority which made for happier customers and feels this philosophy should also apply to Pima Community College.

Faculty – Mays Imad
Faculty Representative Mays Imad presented the Faculty report noting the business portion of the Faculty Senate meeting held on May 1 consisted of the following: The Provost’s office discussed restructuring the College Faculty certification standards and an update on the Syllabus Template; and records and information management. Senators would like to acknowledge and applaud the BOG and Chancellor for having kept the College focused on student success and economic viability. Senators expressed their concern over the current state of the sabbatical program; most faculty cannot afford to take sabbatical unless they are able to teach overloads. Senators would also like the Board to consider a form of professional development fund allocated to adjunct faculty. Two outstanding, long serving West Campus employees were recognized for their exceptional service to the College: Ray Woyak, media and technology and Dave Stephen, Archaeology faculty. Mays also shared a concern that some faculty who are high performers have become disenfranchised as a result of focusing on underperformers. It was suggested recognizing the top performers may serve to encourage those underperformers to “shape up”.

Administrator – Brian Stewart
Administrator Representative Brian Stewart presented the Administrators’ reporting on the College Administration Reorganization presentation by Dave Bea and Chancellor Lambert. The structure reduces the number of Campus Presidents to three and moves some district functions to the campuses. The executive management team will continue to review plans for additional restructuring at the Vice President and Dean level. The objective is to create a more dynamic administrative structure in order more readily adapt and meet marketing demand needs. Pre-requisite enforcement will be in effect for Fall 2015 and student development and instruction are working with staff and faculty to inform students and connect them with scholarship resources. The Provost Office has finalized the Syllabi template developed by the Deans and faculty syllabi group; Faculty is currently reviewing
the template. Planning and Institutional Research (PIR) is making revisions to the planning process to address areas of improvement to include an institutional effectiveness model that is directly integrated with planning but incorporates operational effectiveness. An updated student learning outcomes process will be in effect in the fall. Information sessions have been held in April and May at each campus. Meet and Confer has ended and items presented to the Board in a study session on May 8. Campus Administration has been a part of a series of workshops to review the PCC business model. On a personal note, Brian thanked Alec Moreno for his service this year and finds he is an example for students and to us all as well.

Chancellor’s Report

Presentations/Up Dates:
- Developmental Education Redesign – Erica Holmes/ Jeff Thies
- Dual Enrollment – Erica Holmes/ Dolores Durán-Cerda

These two presentations were postponed until the June Board meeting.

Highlights of Chancellor’s report included:
- In response to Carlo, Adjunct Faculty Representative: The Chancellor noted that he wants to hear his concerns and it was his understanding an ongoing committee had been formed in order to improve things for Adjunct Faculty.
- In response to Mays, Faculty Representative: The Chancellor would like to sit down with Faculty to discuss how best to showcase the best in class to ensure the good work being done is not lost.
- EC-Art and Design Studios Ribbon Cutting ceremony for the expansion and remodel of the building
- Visit WC Annual Student Art Exhibition, Bernal Gallery, great work by the students and is clear to see their talent level rising
- Visit Class BIO202 DV where the instructor used different methods to ensure every student understood the concepts before moving on; this is the work we want to showcase.
- Thanked Student Representative Alec Moreno for his service this past year and for travelling to Washington DC. It made a difference for lawmakers to hear from students who are impacted by their decisions.
- White House Summit Asian Pacific Islanders (API), the Chancellor shared these students have the same remedial needs as African American students. This factoid was shared in order to highlight API students have needs too, and are often lost among the Latino or African American students.
- Tucson Hispanic Chamber-Governor’s Luncheon where Governor Ducey shared the need to reinvest in JTED programs.
- Governor Leadership Summit, Chancellor Lambert and Michael Peel have been invited to this event taking place on May 14 at the University of Phoenix Stadium.
- We have started to engage and show visibility at the state level to advocate for students, staff, and administrators so we are not lost in the conversation. As this happens, the Chancellor will not be here and it will be important to look to the Provost, Dave Bea, and the Vice Chair of Operations to keep moving forward.
• Introduced a new West Campus Dean of Health Sciences, Jim Craig; Jennie Conway, Acting Dean at East Campus, and Alison Colter-Mack who will be staying at Pima in an expanded role.

ADJOURNMENT

Adjournment

The meeting adjourned at 10:15 p.m.

___________________________________________
Secretary

___________________________________________
Date