

## **PIMA COUNTY COMMUNITY COLLEGE DISTRICT**

The Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, August 16, 2017 at 5:30 p.m., in the Community/Board Room, District Central Office, 4905C E. Broadway, Tucson, AZ 85709-1010.

### **BOARD MEMBERS**

Mark Hanna, Chair  
Demion Clinco, Secretary/Vice Chair  
Meredith Hay  
Sylvia Lee  
Luis Gonzales

### **REPRESENTATIVES TO THE BOARD**

Michael Tulino, Staff  
Bruce Moses, Administrator

### **RECORDING SECRETARY**

Andrea Gauna

### **GENERAL COUNSEL**

Jeffrey Silvyn

### **ADMINISTRATION**

Lee Lambert, Chancellor  
Michael Amick, Vice President of Distance Education  
David Bea, Executive Vice Chancellor, Finance and Administration  
Dan Berryman, Vice Chancellor, Human Resource  
Yira Brimage, Vice President of Student Affairs and Engagement  
Lisa Brosky, Vice Chancellor for External Relations  
Gregory Busch, Vice President of Instruction and Transfer Pathways  
Alison Colter-Mack, Assistant Vice Chancellor for Human Resources  
Aubrey Conover, Campus Vice President  
Nina Corson, Dean of Mathematics and Student Affairs  
Suzanne Desjardin, Dean of Social Sciences and Student Affairs

David Doré, Campus President, Downtown and Northwest Campus  
Esperanza Duarte, Special Assistant to the Chancellor, Acting  
Dolores Duran-Cerda, Provost and Executive Vice Chancellor for Academic and Student Services  
Julian Easter, Assistant Vice Chancellor for Curriculum and Academic Services  
Emily Halverson-Otts, Dean of Sciences  
Libby Howell, Executive Director for Media, Community and Government Relations  
Karrie Mitchell, Assistant Vice Chancellor for Enrollment Management and Student Affairs  
Lorraine Morales, President, Community and East Campus  
Melissa Moser, Executive Director of Financial Aid and Title IV Compliance  
Bruce Moses, Assistant Vice Chancellor for Accreditation  
Ann Parker, Vice President of Student Affairs and Transitions  
Morgan Phillips, Campus President, Desert Vista and West Campus  
Terry Quest, Assistant Vice Chancellor for Finance  
Sofia Ramos, Interim Diversity and Inclusion Officer  
Nicola Richmond, Assistant Vice Chancellor, Institutional Research & Planning  
Ian Roark, Vice President of Workforce Development  
Irene Robles-Lopez, Vice President of Student Development  
Ted Roush, Campus Vice President  
Edgar Soto, Dean of Athletics, Fitness and Wellness  
Brian Stewart, Dean of Education and Student Affairs  
Bill Ward, Vice Chancellor for Facilities  
Greg Wilson, Dean of Applied Technology  
Darla Zirbes, East Campus Vice President

## **GENERAL MATTERS**

### Call to Order

Mark Hanna called the meeting to order at 5:35 p.m.

### Pledge of Allegiance

Meredith Hay led the Pledge of Allegiance

### Public Comment – Call to Audience

Jeanette Cary – American Heart Association presenting wellness award

Yira Brimage – introduction of 2017-18 Student Senate

Mike Ritz – Tucson Festival of Books award to PCC Honor's Program

Nathan, Alex, Andrea Lightfoot Bisson, Emily Waldron and Denis Cournoyer addressed the Board regarding a Tobacco Free College Campus

Guillermo Huerta, Perla Rojas, and Jesus Lucero – DACA

Fulbright Scholars-Okobi E. Ekpo, Ph.D. and Seniye Vural, Ph.D. were introduced

### Remarks by Governing Board Members

Board Chair Hanna reported about diversity and inclusion and his support of the DACA students. He congratulated the Chancellor on two prestigious awards he received, the Greater Oro Valley Community Leader Award and the Association of Community College Regional Chief Executive Officer Award.

Board member Clinco noted that he reaffirmed his commitment to the college to continue to work at creating an environment that is tolerant, inclusive, and free from hate.

Board member Lee quoted Elie Weisel, a Nobel Peace Prize winner in 1986 who documented the Nazi war crimes and encouraged people to speak out about hate.

Board member Hay welcomed back the students, faculty and staff from summer break and wished them a successful year.

Luis Gonzales congratulated the students who had the courage to show up today to speak about DACA.

## **REPORTS**

### Administration Report

#### **Accreditation Update**

Bruce Moses, Assistant Vice Chancellor for Accreditation and Quality Improvement reported about upcoming visit from the Higher Learning Commission. A peer reviewer will be coming to Pima on October 23<sup>rd</sup> and 24<sup>th</sup> and will be visiting Casino Del Sol, Tucson Public Safety and the Davis-Monthan location. There will be another visit before November 1<sup>st</sup> for the prison correspondence program taking place at the Federal and State Prison Complexes.

He also noted that there will be a comprehensive evaluation visit possibly December 3, 2018.

Mr. Moses discussed the College's responsibility to remain in compliance with the Department of Education and will be submitting a federal compliance packet through the Higher Learning Commission. It will cover credit hour and program lengths and our federal financial Title IV eligibility requirements. He noted that the College is in good shape when it comes to federal compliance, prior learning assessment and student complacent systems that were implemented earlier this year.

#### **Enrollment Update**

Karrie Mitchell, Assistant Vice Chancellor for Enrollment Management and Student Affairs provided an infographic representing recruitment, retention, persistence and completion and the current fall enrollment numbers.

Dr. Mitchell noted that there is a total student headcount of 18,973, the College is down about 1.22% but the positive is that fewer students are taking more classes.

Dr. Mitchell focused on some initiatives her team is working on to increase enrollment and help students with the enrollment funnel. Some online systems and processes include case management, automated emails, phone calls, and scripts for staff members to follow. Dr. Mitchell's team is also ramping up assigned advising.

Chancellor Lambert noted that reorganizing the dean areas helps to identify enrollment patterns by areas. You can further identify these problem areas by ethnicity. The College has discovered that enrollment is down with Native American and Caucasian students, but we are up in enrollment with other races. With the new structure, we are now able to target and pinpoint areas that need improvement.

Dr. Mitchell reported that we are getting closer to guided pathways with plans to implement by Fall 2018. In order to meet that deadline, we must work hard to get our systems and processes in place. She noted that this is where colleges are heading and feels this will increase enrollment.

Chancellor Lambert added that we need to be more competitive with other online schools. We need to track where the online schools are getting their students and we also need to find

out if we are losing students to these schools. For our transfer students, we must align our classes to Arizona State University, University of Arizona, etc.

Chancellor Lambert reported that a lot was learned with the Fast Pass intake process and the group will reconvene to make some changes. It was discovered that we are not doing multiple measures and we must tighten up this area

### Reports by Representatives to the Board

*Administrator – Nina Corson*  
There was no report.

*Staff – Lisa Nutt*  
Staff council elections were held last month in July. The new representatives and officers are posted on the website.  
Staff did not present a recommendation/concern to the Board.

### Chancellor's Report

Highlights of Chancellor's report included:

- Summer program enrollment numbers and the survey to students regarding this program.
- An update on the safety forums, active shooter training, and much needed facility upgrades including cameras being installed at campuses and employee training.
- Review of the hiring process for the Senior Academic Advisor and Program Manager for Title III
- Review of student concerns regarding engineering program
- Dual Enrollment Overview
- Santa Cruz Education Services Update
- BoardDocs- cloud-based board meeting management service

Chancellor Lambert also noted that, in regards to the investigative report for the Senior Academic Advisor, a formal investigation was not requested, so an informal review was conducted. He reported that there were some inconsistencies in the review given to the individual requesting the information. The inconsistencies were related to the reporting of data to the federal government, not about the terms of the actual process of the hiring experience. The review was cleaned up and given to the individual for feedback. The individual offered some suggestions on how the College might improve and tighten up the Human Resources process.

Chancellor Lambert noted that HR is tightening up on how we administer things but nothing unlawful was done. He also noted that the College had over 5,000 applicants this past year. The complaint level is very small in comparison but there is always room for improvement.

## **INFORMATION ITEMS**

### Financial Report – June 2017 Financial Statements

This item was noted as an information item.

### Employment Information

This item was noted as an information item.

### Adjunct Faculty Appointments

This item was noted as an information item.

### Office of Dispute Resolution Year-End Report

### Administrative Procedure Changes

AP 3.25.05: Program and Service Review — *Revised* and AP 3.31.01: Student Complaints — *New* were noted as information items.

## **ACTION ITEMS**

### Consent Agenda

Board Member Gonzales requested that item 4.1 (2) – New Position: Compliance Officer be pulled from the Consent Agenda and discussed separately.

### **Motion No. 201708-02**

Demion Clinco – M, Sylvia Lee – S, to approve the Consent Agenda.

#### 4.1 (1) Approval of Minutes of the following meetings:

- A. Study Session of May 22, 2017
  - B. Special Meeting to conduct Executive Session on May 22, 2017
  - C. Study Session of June 5, 2017
  - D. Special Meeting to conduct Executive Session on June 14, 2017
  - E. Public Hearing of June 14, 2017
  - F. Special Meeting of June 14, 2017
  - G. Regular Meeting of June 14, 2017
  - H. Special Meeting of June 22, 2017
  - I. Special Meeting to conduct Executive Session on June 22, 2017
  - J. Special Meeting to conduct Executive Session on June 23, 2017
- (2) Grant Award: Community Campus – Adult Basic Education for College & Career, 2017-2020
  - (3) Grant Award: Desert Vista Campus Upward Bound Program, 2017-2022
  - (4) Grant Award: Downtown Campus Upward Bound Program, 2017-2022
  - (5) Grant Award: East Campus Upward Bound Program, 2017-2022
  - (6) Grant Award: Northwest Campus Upward Bound Program, 2017-2022

- (7) Sub-Grant Agreement Renewal: First Things First Innovative Professional Development, a sub-grant from United Way of Tucson and Southern Arizona, 2017-2018
- (8) Intergovernmental Agreement (IGA): City of Nogales-Fire and Medical
- (9) Contract: CenturyLink Carrier Service Agreement, 2017-2022
- (10) Contract: Computer Numerical Control (CNC) Machines - Lab Equipment for Advanced Manufacturing Programs
- (11) Contract Amendment/Intergovernmental Agreement: Adobe Software Purchase, 2017-2020
- (12) Contract: Blackboard, Inc. IT Help Desk Services, 2017-2018
- (13) Contract: Sahara Apartments for SEP-Santander-Bécalos International Program
- (14) Dual Enrollment: Lourdes Catholic High School
- (15) Agreement: Zhuhai City Polytechnic College (ZHCPT)
- (16) Contract: Ellucian, 2017-2020
- (17) Contract: ISS Facility Services

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

## **OTHER ACTION ITEMS**

### New Position: Compliance Officer

Board member Gonzales asked to have this item pulled from Consent Agenda to get a better understanding of the position. Jeff Silvyn, General Counsel helped to explain the organizational chart and the position’s responsibilities.

### **Motion No. 201708-03**

Demion Clinco – M, Meredith Hay – S, to approve the position of Compliance Officer.

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

**Motion CARRIED**

### Governing Board 2016-17 Self-Assessment

### **Motion No. 201708-04**

Demion Clinco – M, Sylvia Lee – S, to approve 2016-2017 Board Self-Assessment Summary.

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

**Motion CARRIED**

Chancellor’s Goals, Objectives and Timelines 2017-2018

**Motion No. 201708-05**

Meredith Hay – M, Demion Clinco – S, to approve the 2017-2018 Chancellor’s Goals, Objectives and Timelines.

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

**Motion CARRIED**

Employment Contract: Chancellor

**Motion No. 201708-06**

Sylvia Lee – M, Demion Clinco – S, to approve the employment contract of the Chancellor, Lee Lambert.

Board member Gonzales requested a roll call vote.

Vote: Mark Hanna, Demion Clinco, Sylvia Lee, and Meredith Hay voted “aye”. Luis Gonzales voted “nay”.

**Motion CARRIED**

Discussion and Direction for Possible Revision of BP 2.01 Diversity

This item was for discussion only.

Jeff Silvyn will run BP 2.01 Diversity through the governance groups and public comment period. Mr. Silvyn will provide an update to the Board members.

Board member Lee likes the “aspires” language added to the policy.

Board member Gonzales thinks the policy is too vague and prefers another word be used instead of “aspire”. He suggested the following: Pima County Community College District is an equal opportunity educational institution and employer. Pima Community College is committed to developing a learning and work environment in which a student body and workforce will reflect the diversity of the Pima County community and in which all background will feel welcomed and engaged by the college. In support of this commitment, the Board of Governors delegates authority to the Chancellor to implement procedures to develop a community of college students and employees representative of Pima County.

Board member Lee noted that she has a problem with using the word “will”

Board member Clinco suggested that the Chancellor and staff work on existing language and language drafted by Board member Gonzales to come up with final policy language.

Selection of Board Member Mileage Reimbursement Option

**Motion No. 201708-08**

Sylvia Lee – M, Demion Clinco – S, to approve option #2 for Board Member mileage reimbursement.

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

**Motion CARRIED**

**ADJOURNMENT**

Adjournment

The meeting adjourned at 8:33 p.m.

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Secretary

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Date