

## **PIMA COUNTY COMMUNITY COLLEGE DISTRICT**

The Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, November 8, 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  
Luis Gonzales  
Sylvia Lee

### **REPRESENTATIVES TO THE BOARD**

Nick Betts-Childress, Student  
Joi Stirrup, Staff  
Sean Mendoza, Adjunct  
Brooke Anderson, Faculty  
Nina Corson, 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, External Relations  
Gregory Busch, Vice President of Instruction and Transfer Pathways  
Alison Colter-Mack, Assistant Vice Chancellor, Human Resources

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, Academic and Student Services  
Julian Easter, Assistant Vice Chancellor for Academic Affairs  
Libby Howell, Executive Director for Media, Community and Government Relations  
Karrie Mitchell, Assistant Vice Chancellor for Enrollment Management & 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  
Michael Parker,  
Morgan Phillips, Campus President, Desert Vista and West Campus  
Terry Quest, Assistant Vice Chancellor for Finance  
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  
Bill Ward, Vice Chancellor for Facilities

## **GENERAL MATTERS**

### Call to Order

Mark Hanna called the meeting to order at 5:30 p.m.

### Pledge of Allegiance

Mark Hanna led the Pledge of Allegiance

### Roll Call

Mark Hanna, Demion Clinco, Sylvia Lee and Luis Gonzales were present.

### Governing Board Recognition and/or Awards —

Campus President Dr. Morgan Phillips welcomed the honorees and recognized their achievements. Awards were presented to students, employees and community members.

### Public Comment – Call to Audience

Jason Freed addressed the Board regarding contract negotiations.

Tatiana Figueroa and Cecile Peranzi addressed the Board regarding a tobacco-free campus.

Nathan Ramon addressed the Board regarding the tobacco-free policy.

Mataj Boguszak addressed the Board regarding Board Policy 1.25.

### Remarks by Governing Board Members

Chairperson Hanna reported on his attendance at the 8<sup>th</sup> Annual Veterans Conference and the opening of the East Campus veterans' space. Mr. Hanna acknowledged the veterans taking advantage of the educational opportunities at Pima Community College and is proud that the college offers those services. Mr. Hanna thanked the individuals working on the new advising model. He noted that he was interviewed by Premax Video, a documentary class at West Campus. The class is filming a documentary about DACA students. Mr. Hanna also attended a diversity chat session led by Dr. Sofia Ramos and toured the health professions program facilities at West Campus.

Board member Clinco acknowledged the institution for taking a leadership role in the Sun Corridor luncheon event and thanked everyone who participated in that event. Mr. Clinco also congratulated Chancellor Lambert for receiving an award from the Hispanic Chamber of Commerce.

Board member Lee reported on her attendance at the Center of Excellence forums for Applied Technology and Allied Health. Dr. Lee also attended the Diversity Forum and thanked Dr. Sofia Ramos, Dr. Dolores Duran-Cerda, administrators, and staff who helped to put the events together. In regards to Meet and Confer, Dr. Lee added the importance of the faculty, staff and administration coming together to move forward in positive way.

## **REPORTS**

### Administration Report

#### **Accreditation Update**

Bruce Moses, Assistant Vice Chancellor for Accreditation and Quality Improvement reported on the recent visit from the Higher Learning Commission (HLC). A peer reviewer visited three PCC locations, Davis-Monthan, Public Safety Services, and Casino Del Sol. The peer reviewer spoke highly of the college and what they are doing to improve. Mr. Moses also thanked all individuals who helped to make it a fantastic visit.

Mr. Moses provided a brief update on the core components and reported that we are well-positioned. He also noted that the Accreditation Steering Group is planning an all-day retreat in December and the group will be providing the Board with more information at a study session in January.

Chancellor Lambert thanked Mr. Moses for his leadership in coordinating and facilitating these efforts.

#### **Business Advisory Committees Update**

Dr. Ian Roark, Assistant Vice Chancellor of Workforce Development provided an update on PCC's advisory committee reform and revitalization. Dr. Roark discussed the four domains of the advisory committees, (1) labor market relevance and responsiveness, (2) curriculum and instruction, (3) program performance and improvement, and (4) partnerships.

Board member Gonzales asked about the process for determining if PCC is capable of providing a workforce for a new business. Dr. Roark noted that they will meet with either the business requesting the need or a side selector, review data provided by PCC's Institutional Research, Planning and Effectiveness department, and will tour campuses. He also noted that the most common things a business is looking for in a program are internships, work-based learning, customized training, and connections with students.

#### **Enrollment Update**

Lisa Brosky, Vice Chancellor for External Relations reported on the spring enrollment and retention efforts.

Ms. Brosky reported that in order to meet their goal of increasing enrollment 2% by the end of the academic year 2017/18, she must take advantage of niche marketing opportunities to build relationships with students. Ms. Brosky saw a 16% increase in enrollment after using a digital campaign. The campaign was able to measure the number of people clicking on our ad and then clicking through the think smart page, it also captured all activity on the page. The campaign will be used again during the four and eight-week semester start.

Ms. Brosky noted that they will continue to use some ongoing media to capture new students and will continue these marketing efforts this fall, spring and summer and through next fall.

Fast Pass sessions last summer were really successful, so they will try another version of this next Friday at Desert Vista campus. This one will aim at trying to get students to apply and complete their financial aid.

Ms. Brosky reported that another example of their niche marketing is to reach out to those students who applied for financial aid and put PCC down as their school of choice but did not complete the application.

Dr. Karrie Mitchell, Assistant Vice Chancellor for Enrollment Management and Student Affairs reported on some of the initiatives they are working on to improve retention. They are working on registration fairs, career cafes, and pizza and popcorn programs. Dr. Mitchell also noted that they are engaging Blackboard again to do an e-mail phone campaign to contact students who are registered for this semester but haven't registered for the spring semester. She is also working with student services staff to visit classrooms and make appointments to get students up and running.

Ms. Brosky added that they are working hard to get students to read their e-mails because this is a primary tool for PCC.

Board member Lee asked what marketing strategies have been most effective from the half million dollars the Board approved to boost marketing. Ms. Brosky noted that Fast Pass has been successful and there are plans to do some community outreach programs. A rebranding campaign will take place next year. Dr. Mitchell added that they are gearing up technology to be able to launch a success navigator program in the spring. She is also encouraging the entire college and community to wear nametags and shirts with Pima's logo.

Chancellor Lambert noted that the college has not been good with retention in the past but now with the centers of excellence, guided pathways, and the guaranteed scheduling model, the college hopes to see increases in enrollment, especially for the 24 to mid-40s and early 50s age group.

### **Fiscal Year 2018-2019 Proposed Budget Development Calendar**

Dr. Dave Bea, Executive Vice Chancellor for Finance and Administration reported on the new proposed budget development calendar, the new schedule will assist the Board with making informed decisions on the budget. This calendar can be found on the college website.

Dr. Bea noted that the schedule was developed to enable all of the major decision points to align, so that Finance is presenting a comprehensive budget. Several budget planning events have been created to ensure that there is a very inclusive budget process. The events include forums and discussions throughout the college and with the community. They are structured to include feedback from the Board's Finance and Audit Committee.

There will be a study session in December and the Finance and Audit Committee has been invited to join in. The study session will include an update on financial and operational performance metrics, enrollment numbers, and progress with expenditure limitations. There will also be discussions on tuition comparisons, property tax estimates, state information,

personnel expenses, and contractual obligations. Dr. Bea noted that there will be another study session in February which will focus on tuition rates.

Board member Clinco noted that the Finance and Audit Committee reviewed the proposed calendar and voted to support and recommend the adoption of this framework.

Board member Gonzales noted his concern that there is no study session or meeting to discuss, in more detail, the justification for how funds are being allocated. Board member Clinco noted that delegation of authority has been given to the Chancellor to manage and run the college, as well as, creating a college budget. Mr. Clinco suggested that Mr. Gonzales set up an appointment with Chancellor Lambert and request those details one on one. Mr. Clinco also added that getting into a line-item scenario of the budget exceeds their role as a Board.

Dr. Bea noted that he is readily available to go over the budget with any of the Board members.

#### Reports by Representatives to the Board

##### *Staff – Joi Stirrup*

Staff Representative Joi Stirrup provided some information items from each campus. Downtown Campus is doing a small remodel to the student link area and student services, West Campus opens the new play *Popol Vuh* on November 9, East Campus hosted the opening of the veterans space, Northwest Campus is hosting the third annual AZ STEM Adventure on November 17, and Human Resources will conduct Phase 2 of the 2017/18 cyclical review. Staff Council is seeking additional volunteers for the outreach committee. The smoke-free policy survey has been reviewed by Staff Council but they do not have an official recommendation at this time, they need more background information on the tobacco-free campus coalition and would like to know how the policy is currently communicated and enforced.

##### *Student – Nick Betts-Childress*

Student Representative Nick Betts-Childress highlighted student sponsored activities for each of the campuses. Some of these activities include the seven-series relaxation dynamic at Community Campus. Desert Vista will hold a blood drive, Choose Your Ride and No Texting and Driving event, and the Tucson Clean and Beautiful event. Downtown Campus will have a Veterans Day celebration. East campus is holding a Dia de los Muertos celebration. At Northwest Campus there will be an AZ STEM adventure event and West Campus will have a JADE Retreat. Student senate is holding a hurricane relief collection, students will work on fliers to send to each of the campuses to inform students on ways they can help with the hurricane relief.

Students did not present a recommendation/concern to the Board.

##### *Adjunct – Sean Mendoza*

Adjunct Representative Nick Betts-Childress did not report on Adjunct Faculty but noted that there will be an employee recognition event in December and adjunct will be recognized.

Adjunct Faculty did not present a recommendation/concern to the Board.

*Faculty – Michael Parker*

Faculty Representative Michael Parker reported on the letter to the Arizona Congressional Delegation in support of DACA. Faculty Senate is working with the Provost office regarding new faculty leadership position workloads, uneven clerical support and compensation. Mr. Parker also reported on some of the faculty accomplishments this year. Faculty Senate shared their concerns with BP 5.01 and the course audit that was conducted. They are concerned with how it will affect the faculty compensation.

*Administrator – Nina Corson*

Administrator Nina Corson reported on the multiple measures process, Pima Connection, and the centers of excellence summits.

Administrators did not present a recommendation/concern to the Board.

Board member Lee asked Mr. Parker for more information on why Faculty Senate doesn't support the idea of nonsmoking on campus. Mr. Parker noted that the faculty members feel it is too Big Brotherish and that it would be better to enforce the smoking areas that the college has and not drive the smoking individuals off campus all together. He noted that the students didn't support it.

Board member Lee asked that Chancellor Lambert address Ms. Stirrup's concern about the summer 2018 and the tobacco-free campus policy. Ms. Stirrup noted that their concerns were with how the new tobacco policy is being communicated and how it will be enforced. Dr. Lee asked Chancellor Lambert to provide Staff Council with more information so that they can make a recommendation.

Chancellor's Report

Highlights of Chancellor's report included:

- How the concept of singularity could affect the college and how that could implicate teaching and learning
- AZ Tech Council-Tech & Business Expo Member of the Year Award
- Pima Community College/Superintendents Luncheon
- Meetings with Phoenix Legislators
- The Internationalization Consortium-China Study Tour
- Meet & Confer –BP and AP 1.25 will posted in the near future for the 21-day comment period
- Virtual reality club created by West Campus' digital arts media
- Tobacco-free proposal
- Aspen 150 list

Chancellor Lambert added that there are hard decisions ahead and we must do them with the future in mind.

#### **4.2(2) Discussions and possible revision of Governing Board bylaws**

##### **Motion No. 201711-02**

Chairperson Hanna asked to move item #4.2(2) Discussions and possible revision of Governing Board bylaws out of the agenda schedule.

Attorney Susan Segal was tasked by the Board to review their bylaws, specifically the rules of procedures used in meetings. Ms. Segal noted that because this Board is a small Board, the rules don't always fit and there are other Open Meeting Laws that conflict with Roberts Rules of Order. Ms. Segal briefly went through the changes requested by the Board members at a previous meeting.

Demion Clinco-M, Sylvia Lee-S to adopt the revision of bylaw 6 as presented.

Luis Gonzales motioned to make an amendment to the item presented. A first dot point will be added to clarify that a motion to table and motion to limit debate do not require discussion.

Sylvia Lee seconded.

Demion Clinco and Sylvia Lee approved the motion to amend.

Mark Hanna-M, Sylvia Lee-S to move the motion as amended.

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

#### **INFORMATION ITEMS**

##### Financial Report – September 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.

##### Facilities Department memo regarding Loaned Executive Management Assistance Program (LEMAP) Report

This item was noted as an information item.

#### **ACTION ITEMS**

##### Consent Agenda

Board member Luis Gonzales asked that item 4.1(6) Board Policy Changes-Final Reading be moved to Other Action Items to discuss.

**Motion No. 201711-03**

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 October 2, 2017
  - B. Special Meeting to conduct Executive Session on October 11, 2017
  - C. Regular Meeting of October 11, 2017
- (2) Grant Proposal: East Campus Veterans Upward Bound Program, 2017-2022
- (3) Grant Proposal: GOHS STEP Enforcement Related Equipment, FY 2017
- (4) Multiple Program Inactivations
- (5) Contract: Enterprise Network Systems for Aruba Switches, FY18

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

**Motion CARRIED.**

**OTHER ACTION ITEMS**

Olympus Janitorial Services for Higher Education

**Motion No 201711-04**

Sylvia Lee-M, Demion Clinco-S to adopt the new agreement for custodial services as presented.

Ouaffa Chuffe-Moscoso, Director of Environmental Health & Safety noted that the existing contract is in place through December 31, 2017 and the new company will begin services on January 2, 2018. A transition process is in place. Olympus will retain the most qualified employees from our current contractor and will offer a higher wage. She also noted that it takes approximately 50 employees to handle janitorial services for all campuses.

Bill Ward, Vice Chancellor for Facilities noted that in the case that emergency services are requested, the cleanup service is included in the Olympus contract. In the case of water damage and cleanup services where cleanup is needed for mold or asbestos, the college has an additional contract for that service.

Chairperson Hanna noted his concern that the Board is continually presented with contracts to approve that have not been looked over for errors and noted that the date on this contract is dated 2016.

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

**Motion CARRIED**



Discussion and Nomination of Board member(s) to Association of Community College Trustees Advisory Committees

**Motion No 201711-05**

Demion Clinco-M, Sylvia Lee-S motion to approve the nomination of Mark Hanna to serve on the ACCT Member Communication Committee.

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

**Motion CARRIED**

Board Policy Changes-Final Reading [BP 1.05: Delegation of Authority to the Chancellor]

Item 4.1(6) Board Policy Changes-Final Reading [BP 1.05: Delegation of Authority to the Chancellor] was moved from the Consent Agenda. Board member Hanna noted that the discussion be limited to specific changes only.

**Motion No. 201711-06**

Demion Clinco – M, Sylvia Lee – S, to approve Board Policy 1.05 Delegation of Authority to the Chancellor.

Jeff Silvyn clarified that the Board has authority to contract and it has the authority to delegate the power. If the Board chose, it can delegate whatever type of agreement authority it believes appropriate to the Chancellor.

There was discussion about the difference between contractual agreements with outside entities versus PCC’s agreements with their employees.

Board member Clinco noted that when Chairperson Hanna agreed to move this item, discussion would be limited to the dollar amount specifically. Mr. Clinco moved to take action on this item and call the question.

Mr. Gonzales asked Mr. Clinco if he could withdraw his motion so the discussion could continue.

**Motion No. 201711-07**

Demion Clinco-M, Sylvia Lee-S to close the debate.

Mr. Gonzales asked to have additional discussion to have an amendment proposed. Mr. Clinco denied his request.

Mark Hanna, Sylvia Lee, and Demion Clinco voted “aye” by voice vote. Luis Gonzales voted “nay” by voice vote.

**Motion CARRIED**

Board members continued with original motion to approve the Board Policy 1.05 Delegation of Authority as presented.

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

**Motion CARRIED**

Future Agenda Items

Board member Gonzales asked for an item to be added to the next regular meeting. The item would be a discussion of whether Meet & Confer agreements, MOUs, etc should be approved by the Board. Chairperson Hanna noted that a revision to BP 1.25 will be on the January agenda.

Chairperson Hanna asked that a future agenda item be added that revisits the LEMAP issues and the summer session plan.

Board member Lee asked for a study session on safety and security that will include information on an evacuation plan or active shooter plan.

**ADJOURNMENT**

Adjournment

The meeting adjourned at 8:58 p.m.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date