

Faculty Senate Meeting Minutes
Friday, February 6, 2015
Amethyst Room Downtown Campus

1:03 pm – 3:50 pm

1.0 In Attendance: Anthony Lutrick (CC); Duff Galda (CC); David Kryder (CC); Sterling Vinson (DC); Roman Carrillo (DC); Vivian Knight (DC); Susan Pritchett (DC); Lisa Jurkowitz (DC); Timothy Cruz (DC); Tommy Salazar (DC); Josie Milliken (DC); Pollyanna Wikrent (DV); Olga Carranza (DV); Don Roberts (EC); Odile Wolf (EC); Brooke Hundtoft (EC); Mays Imad (EC); Taliesin Sutton (EC); Rita Flattley (EC); Carlo Buscemi (NW); Cheryl Blake (NW); Erin Eichelberger (NW); Donald Bock (NW); Rita Lennon (NW); Noah Fay (NW); Jerry Cherrington (NW); Matt Hinojosa (NW); Pamela Coker (WC); MaryKris Mcilwaine (WC); Steve Mackie (WC) Sarah Marcus (WC); Paul Flasch (WC); Jacqueline Kern (WC); Carol Christofferson (WC); Karie Meyers (WC); Margarita Youngo (WC); Rosa Morales (WC); Lazaro Hong (WC); Joseph Dal Pra (WC); Kathy Fraychineaud (WC); Bob Cunningham (DW); Joe Labuda (DW); Patricia Figueroa, Faculty Senate Secretary (EC); Bardo Padilla, Faculty Senate Vice President (DC); Kimlisa Duchicela, Faculty Senate President (DC)

Absent: Karen Lutrick (CC); Matej Boguszak (CC); John Archuleta (DC); John Gerard (DC); Trisha Miller (DC); Linda Marks (DC); Maggie Golston (DV); Teddi Schnurr (DV); Joel Dworin (DV); Lloyd Sandmann (DV); Mary Mitchell (EC); Mary Shelor (EC); Wright Randolph (EC); Debra Kaye (WC); David Katz (WC); Catherine O'Brien (WC); Michael Parker (WC); Meg Flies (WC)

Guests: Mary Ann Martinez Sanchez (DO); Debbie Yoklic (DO); Lee Lambert (DO); Dolores Duran-Cerda (DO); Erica Holmes (DO); Charlotte Fugett (DO); Natalie Serna Guerra (Up with People); Kelsie Jenkins (Up with People); Jorge Caballero (DC); Lorraine Morales (CC)

2.0 Announcements:

No announcements

3.0 Approval of January 2015 Minutes:

Don Roberts (EC) moves to approve January minutes. Motion was seconded by Rita Flattley (EC) and passed with unanimous support.

4.0 Agenda Modification and Open Forum Items:

- Charlotte Fugett will present when she arrives.
- Chancellor Lamberts will report when he arrives as well.
- Donald Harp (WC), science lab supervisor, spoke with Kimlisa and Joe about coming to senate to get a better understanding of how things are done. It's important that employee groups understand each other, their challenges, and perspectives as they start operating outside of their silos. He was appointed to All College Council, formerly known as the

Governance Council. He wants to get a better feeling of the BP's that are presented and why they might be looked upon favorably by staff and not so much by faculty. It's important to know why each other have that particular perspective.

- Rita Flattley (EC) requested an open forum on Pathways to Civility Training.
- Kimlisa Duchicela (DC) requested an executive session. Due to the nature of the call for executive session, she would like to temporarily suspend charter and allow Julia Fiello to be present for the executive session. Odile Wolf (EC) motions to approve. Motion was seconded by Carol Christofferson (WC) and passed with unanimous support.

Up with People, Natalia Serna Guerra and Kelsie Jenkins presented a video and gave a PowerPoint presentation. Up with People is a non-profit global education organization that brings the world together through service and music. Students stay with host families to get to know their culture. They are celebrating their 50th Anniversary and are back in Tucson March 2nd-9th. Up with People have five components:

1. Host Families:

This is a great way for participants to get to know the culture, the people, and build relationships. Host families provide a place to sleep, limited meals and transportation. Their mornings start at 8:00 am until 6 or 8pm. Sundays are Host Family Days where participants spend the whole day with their Host Families, exploring the city, events and getting to know new people.

2. International Participants & World Travel:

Participants go on a multi-continental tour for six months. They have 110 participants this year from twenty different countries.

3. Community Service:

Up with People do community service everywhere they go. They try to involve local people so they can continue the service once Up with People moves on to the next destination.

4. Global Education:

All participants in the group have workshops every week about leadership, intercultural communication and other themes that are relevant to everyone. They believe education is the key to the future and make the world a better place. Up with People will be at Pima College March 3rd and 4th. They will visit different campuses on the 3rd and hold workshops with classrooms. If you're interested in having them come to your classrooms please let them know. You can also email Jorge Caballero.

On March 4th, Up with People will be holding a culture fair at the Downton Campus. Each country will have a booth to explain their country and culture. A youth forum will also be held at the Amethyst Room.

5. Up with People Show:

The show will be held on March 6th and 7th at the Fox Theatre, 7:30 p.m. There will be music from all over the world. It's a two hour, high energy performance that has something for everyone in the family. You can purchase tickets at the Fox Theatre box office or online at upwithpeople.org /Tucson. Tickets are \$50 for premium, \$30 for adults and seniors, and \$12 for students and children.

One hundred percent of the proceeds go to their beneficiary, Up with People's Legacy Collection at the University of Arizona's library.

Posters were made available for faculty to post around their campuses.

If you would like to volunteer please contact Kelsie at 253-514-5961, kjenkins@upwithpeople.org or Natalia Serna Guerra at 303-229-0670, nserna@upwithpeople.org. Please spread the word and come to their show.

You can also contact Jorge Caballero at jcaballero1@pima.edu.

5.0 Business

5.1 HR Report- Charlotte Fugett

- Charlotte reported the findings and recommendations from Baker Tilly that was released on Weds. It's a 64 page report with a set of primary findings and recommendations from an independent lens due to concerns from HLC on lack of integrity.
- Charlotte stated the College needs to have a coordinated rollout of these major initiatives so that the unintended consequences do not occur when one goes out ahead of the other; then is faced with the questions of why we did not address the issue and how it would affect the educational master plan and vice versa. In her opinion, they were very inclusive in their approach. They tried to be inclusive of all viewpoints and in doing so they have set up some topics for discussion.
- She indicated that we need to be very careful on how we go about it. We are broken in some places in these procedures and damaged in others. We need to take some concerted time and effort to repair them, move forward, and be innovated.
- **Rita Flattley (EC)** stated there had been emails flying around the PCCEA group with concerns about the performance management part of it. It should be built so that it's reasonable, fair, and doesn't lead to a slew of more lawsuits. Char responded that it's a whole host of issues that have to be considered when you do something like that. It's a blended approach. For instance, progression through the salary system, maybe it's merit-based, combination of lifts and some merits, or some team. They heard concerns from a significant number of people that the Step Plan isn't working quite as others would like it. They need to slice and dice the data as they go forward. The new Vice Chancellor of Human Resources will be starting on February 9th. He brings a wealth of information and with a shared responsibility approach at the University of Tennessee Knoxville.

- **Kimlisa** presented Char with a gift from the senate. Char thanked everyone. Char stated she's worked with Joe Labuda, Barbara Anderson and Barbara Armenta who were also president of Faculty Senate and PCCEA. They would call her daily when she first started to make sure she was ok. That support got her through her first few years. She feels everyone has been a group that she can go to and use as a sounding board and she hopes the feeling is mutual. Everyone here does remarkable work for this College and for the students. She considers herself privileged to have shared over 16 years with you. She thanks everyone so very much.

5.2 Charter- Kimlisa Duchicela

Discussion was tabled until next meeting.

5.3 Course Modalities- Julia Fiello and Odile Wolf

- The College has been going live with NA. If you've been teaching 1st five weeks, 8 weeks, or 16 week class you've been asked to fill out the NA on the final form. RN (registered not attending) is to go live on Monday. An email will be sent to students who have not been attending. If you haven't filled out attendance you will still be on your administrator's radar.
- **Rita Flattley (EC)** looked through her class list and couldn't find anyone who had never attended class. She stated that there weren't instructions on what to do if you don't have anyone on the NA list. Odile responded that Rita has done her job and is done.
- **MaryKris Mcilwaine (WC)** questioned if the RN will go live on Monday. Odile stated that RN is not an input thing. If you've filled out your attendance tracker, and there are students who have not been attending for the last 10 days, students will receive a letter from administration stating they have not been attending and asking if they have. Instructors just need to keep reporting attendance once a week.
- **Vivian Knight (DC)** questioned if they don't input their final grade as NA until the end of semester. Odile stated that NA is supposed to happen within three days of the drop date of the class. Vivian asked to explain the process for RN. Odile stated the RN is automated and will happen from the attendance tracking. Instructors only need to fill out their attendance tracking and things will start rolling.
- **Bardo Padilla (DC)** questioned if she could talk about students that are not gradable. He was told from another faculty member that she was expected to have a last attendance date when the student never showed up to class. In order for her to put NA she had to have a last day of attendance. Odile stated if the student has never attended you put your NA and you won't get asked from an attendance. You don't put in the last attendance date because they never showed up. Bardo explained that in this instance it stated the student was not gradable. Odile stated that not gradable means the student has already dropped themselves. Bardo explained the student was

- dropped by the system and the student kept registering every day. Odile stated in that case it would be time to call the registrar to resolve the issues because it is not a regular occurrence.
- **Rosa Morales (WC)** noticed the instructions on RN state ‘after 10 days.’ She pointed out that Part-time faculty asked if this pertained to students, who only meet once a week. Odile stated if they only meet once a week and miss one class they will fall into the 10 day scenario. Students are aware of this and they will receive a letter, a phone call, and an email every time.
 - **Noah Fay (NW)** questioned the timeline for the 10 day period. Odile responded that it is 10 calendar days from the last time the student attended. If the class meets Monday and Wednesday, and the student attended Monday and not Wednesday, it will count from Tuesday, Wednesday, etc. If the class is meeting in person and not meeting every 10 days, then there needs to be another activity that is done in between if it’s a hybrid or online class. Noah stated in MAT 089, the timeline for reporting attendance doesn’t happen until after a week is over on a weekend. Kimlisa stated that MAT 089 is a particular species. She suggested he network with Julia Fiello and Odile to make sure they have those covered.
 - **MaryKris Mcilwaine (WC)** questioned if the contact person is still Terra Benson. Odile stated Terra Benson is still there and they will be setting up a listserv for the Attendance Task Force. For now, it’s still Terra Benson.
 - **Tim Cruz (DC)** pointed out that if a hybrid class only has attendance once a week, it would be really easy for an instructor to delay putting in attendance every day. There is no indication in the instructions to enter attendance within 24 hours of the class. It would be helpful for the instructions to state that it is recommended to enter attendance within 48 hours of class so it does not go over 10 days. Odile stated they would add that to the notes.

5.4 New Senator Training/Mentor Program- Bardo Padilla

- Bardo explained when he was first appointed as a faculty senator, he came to the meetings but didn’t know what was going on and he was too shy to ask questions. Rosa Morales suggested having an orientation for new senators, so they understood what faculty senators do. Rosa was asked to head a project for training or an orientation for new and existing senators. Rosa, Joe Labuda, and Bardo will join in the efforts. She is working on developing a list of items to send to the faculty senate asking what they think should be discussed in training, in order to get a sense from the senators on who would like to be a mentor. Please contact Bardo and Rosa if you have any questions or suggestions.

5.5 SPG/Board Policies- Debbie Yoklic & Jon Howe

- Three BPs and three SPGs were sent to the Senate and of the BPs, 4001 and 4201 were pulled and for a task force to work on them.
- BP 1401 will be changed to All College Council, at the request of Governance Council. The Governance Council felt it was a clearer name and will give the campus community a better idea of what it's doing.
- There were 18 Board Policies that were posted on January 21st. They came to faculty senate in December, posted for four days and pulled. They are up for comment through the 12th.
- They have been working on revising the policy structure for 14 months. They will probably end up with 66 BPs instead of 81. All Board Policies are being renumbered and will go into effect in March. There will be more information sent out to everyone. When looking for BP using the old number, you will be directed to the link with the new BP number.
- A two tier system is being developed and Regulations and SPGs will be called Administrative Procedures (AP). Meetings are being set up to talk about the transition from Regulations and SPGs to Administrative Procedures. They have 18 months to finish the transition.
- **Rita Flattley (EC)** questioned if there would be a call for participation on the task force for BP 4001 and 4201. Debbie has a meeting next week with Jeff Sylvyn to discuss a plan. The new VC of Human Resources will also be involved in that discussion. Rita hoped it would be logical to include the leader of all the employee groups. Debbie agreed but it's not only her decision. She has a meeting scheduled with Jeff to discuss the task force. Rita hopes that they will keep them informed as information comes in.
- **MaryKris Mcilwaine (EC)** noticed verbiage in BP 4201 that includes the term "handbook". Senate is concerned about the use of that term since only policy is grievable. She remembered the policy was pulled for the questionable phrase but sees it's now back. Debbie responded that the policy has been pulled. She spoke with Lori Cox, Chair of Complaints and Grievances Oversight Team, and was told that as long as the name was changed in all applicable documents, the grievance procedure would still exist. She understands that was a concern but it wouldn't happen. MaryKris also questioned what the impetus was for changing the Faculty Personnel Policy. Debbie responded that there is an attorney group that works on employee law and they use the term handbook. The state also uses handbook. The Chancellor talked about how board policy gets approved and how it follows BP 1101. What is currently called employee policy does not follow that process. The FPPS or Common Policy does not have to have board approval, but the process is very different from BP 1101. It may be in the next revision that word "policy" is kept, but it isn't the only term for these kinds of documents that exist and there are many places where

- “handbook” is used. She highlighted that a board member really wanted keep it and the rest of the board seemed to be ok with it. Now there is a change, they have pulled it back to reassess. She doesn’t know what will happen at the next step.
- **Odile Wolf (EC)** stated a lot of policies were pulled in December and then put back. A policy that created a lot of havoc is the one about libraries. They had an agreement that they were not going to be removed. It gets very confusing and it would be nice if only policies that were stable were posted and if they are pulled, then they would be presented again fully by the people who actually made the change. Debbie stated the reason it was pulled wholesale was because of the library policy, and there was one that had been posted incorrectly. There were no comments in the four days with the ones that were reposted. They had a meeting with the library directors and have set forward the new language. The board policy has not been sent forward because it came too late. It’s been sent to the Provost because that’s the unit responsible. Odile would like it to be noted that if someone is proposing a policy they are here to answer questions. Debbie made a note of that.
 - **Joe Labuda (DW)** stated Debbie wasn’t here when the library policy was taken off the table because the librarians objected to it as well as the senate. They felt they had an agreement after talking with the chancellor. Then the librarians were blindsided on December 11th when the BP was removed and language was incorporated in the student success SPG. Joe questioned if Jeff was going to determine the process of how BPs would be formed and evaluated. Debbie responded he wouldn’t be the only one. Once the policies and the suggestions by the directors have been reviewed and no changes submitted to student success by the library directors, the process would then start again. They are among the 10 that have not gone forward yet. The ones that have been reposted are the ones that had no comments posted for four days. Joe pointed out that one of the issues with senate as a whole is how board policies are presented to the, what their input is, and who is responsible when they are brought to senate. It is a tendency for someone to come and say it is not their board policy. There is a long-standing issue about how board policies are followed, and he thought that was the point they essentially were trying convey to the All College Council about how policies are formed. Debbie stated the SPG 1101 and BP 1101 will be looked at. They will be looking to see what process makes sense and how to be inclusive without being too slow. She hopes they will have appropriate inclusive vetting.
 - **Kimlisa** believes they’ve reached a consensus that there are issues with how the senate feels about board policies. They will have another report in March about the Governance Council.
 - **Jon Howe from DSR** presented three SPGs for DSR. Two of them are revisions and one is new.

- SPG 1501/AF relates to how we determine if a student is eligible for services through the DSR.
- SPG 3603/BA relates to students and individuals who need service animals and how we handle service animals.
- SPG 3603/AA is a new SPG that relates to the DSR Community Advisory Committee. The committee will be made up of individuals in various advocacy groups in the community for people with disabilities. It will ensure we have a good connection with the community, aware of the trends in the community, and make sure we are supporting individuals with disabilities who have an interest in continuing higher education at PCC.

5.6 Elections- Kimlisa Duchicela

- Kimlisa asked the senate if anyone would like to put forward a name for President Elect.
- **Duff Galda (CC)** called attention to concerns on the faculty's complacency. It has become disturbingly clear to her that faculty stepped back and have not been as diligent as before. Elections have lasted all but three minutes without reflective and meaningful dialogue for new officers. She ran for office because she made a promise to herself that she would volunteer. Being senator means something and there wasn't a discussion on why anyone wanted to run for office. Being a faculty member should mean being ethical, caring, and invested in the College. Kimlisa stated she would talk to people to explain what this is about and suggested tabling the discussion for next meeting. She will also go back to look at the charter.

Mays Imad (EC) nominated Tal Sutton (EC) for President Elect. Tal accepted if Duff Galda agreed to be his mentor. Duff accepted. Carol Christofferson (WC) seconded and passed with unanimous support.

6.0 Reports

6.1 Chancellor Report

- The Chancellor thanked everyone for their tremendous work in a short period of time. It takes a lot of extra effort and he recognizes that.
- The College has been asked to take a 50% reduction to the state aid, which is a little over \$3 million. Buried in the governor's budget is the 1% cap. The Chancellor spoke with Chuck Huckleberry and explained that Pima would take an additional \$2 million cut on top of the \$3 million cut if the governor's budget goes forward as it's laid out. There is a lot of work behind the scenes to ameliorate that, however we have to face reality that the state is looking to shift more of the burden to its political

subdivisions. Pima County owes about \$20 plus million to its homeowners and the State is picking up some of that burden; however, the State sounds like they don't want to pick up the burden anymore. He wants everyone to know the threat from Phoenix is very real and it just got a little bit worse.

- If the expenditure limitation piece is not going away. If that goes forward the way it's laid out, Pima is looking at a \$25 million plus \$ 3 million plus \$2 million reduction as early as this fall. The room won't look the same as it looks now.
- They are working very hard through their lobbyist to redirect some of the impact. The Chancellor met with key legislators in Phoenix yesterday to lay out their perspective. Many of them were at the foundation luncheon and he feels the College is winning some support. However, there are a lot more members in Phoenix than the ones in Tucson.
- The Chancellor urged everyone to read the HLC hearings panel report. The College has 18 months to make serious changes. The Hearing Committee recommends a focus visit no later than October 31, 2016. We must be able to demonstrate the recently implemented policies, plans, functions, and structures, meet HLC accreditation standards. They must demonstrate that they have been effective and are likely to remain so in the long term. The College needs to provide evidence of a process for reviewing syllabi to ensure that all of them have proper and specific learning goals. We need to provide establishment of a process to coordinate and ensure consistency in the review of dual learning courses and dual learning faculty training. Progress to date of the Dev Ed redesign committee, including effectiveness and outcomes resulting from it. Evidence of the effectiveness of the assessment process for making changes to teaching and learning based on learning outcomes, including documentation of the completion of assessment cycles in all programs and the changes made to improve learning and teaching. In order to show evidence all of those pieces have to be in place before we go into the fall. He told the senate they are the key people to do this. We have to step up in a way we've never have before. The students and the community need us. Since the Chancellor has been at the College they have been trying to be more transparent and inclusive. He is sorry things were not shared with them in the past, but we have to get past whatever differences we have with one another and stop looking back in the rear-view mirror and look forward. We can go from notice back to probation or worse, we can go to show cause. The Chancellor wants the College to be a leader and a premier institution in the HLC region. There is no reason why we can't be. The HR systems piece is part of that and we need to show evidence we've done them or have a good explanation why we didn't do them. He hopes everyone gets the idea of the gravity of what's in front of us but he believes we have proven from the last year plus that we can do it. It may be things will be in a 30-60 day cycle now to get done and move it forward so it's in place before everyone leaves in May.

- We have a bright future ahead of us and the community believes in Pima again. The people from the foundation luncheon feel good about where we're going and they want to support us and are behind us.

6.2 Provost Report- Erica Holmes

- The HLC Board of Trustees meeting will take place February 26th and 27th. A College representative will not be present but they will give us the final results of their actions within one week but no later than 30 days.
- The new AVC for Accreditation is Bruce Moses and will start on March 2nd.
- Jeff Thies, the new Executive Director of Developmental Education, will also start on March 2nd.
- On February 1st through the 3rd Sean Helman, Michelle Anderson, Regina Suitt, Dolores Duran-Cerda, and Mary Ann Martinez Sanchez attended the Developmental Education Redesign Summit in Washington, D.C. They are working on assignments from that project to be implemented and incorporated into our DevEd redesign.
- There were some bumps with On-Time registration when it started on January, but she thanks all faculty and staff who worked patiently with students. Carrie and her team are working on getting more information and training sessions for faculty and staff. There wasn't a significant impact in enrollment from the preliminary results but they are looking to have an array of 14-week classes available for students who want to get a late start.
- There are two task forces, Temporary Employee Task Force and Adjunct Faculty Task Force, who presented detailed recommendations. Cabinet, staff, and faculty are really looking at those. The report from the Adjunct Faculty Task Force is areas that are overseen through the Provost's office. They began dissecting the report and have assigned different team members to be the lead on those. They will be meeting with different groups of the Adjunct Faculty to find out how they can implement those.
- **Kathy Fraychineaud (WC)** questioned if David Miner is still a part of the certification process. Provost Holmes stated David is working in the assessment office and will be working closely with SLO. He will continue to work with faculty one on one.
- **Odile Wolf (EC)** stated they have changed the way financial aid is disbursed for this year. She has had three or four students who do not live in town nor have money to buy their books until the first disbursement, which happens four weeks after the start. She questioned if there is a process that can be looked at for students who don't live within the county. Someone needs to find a fair way to deal with students who do not live in our county, especially if we start moving towards international. Provost Holmes stated she attended a luncheon today and a student asked her the same thing. It was the first time she heard of it. It's a major thing that needs to be looked at. If

- you're aware of things that students are experiencing she asks that you bring it to their attention.
- **Rosa Morales (WC)** stated the U of A has been dealing with the same issue for the past couple of years. The social service students at PCC are given a website that compares prices for 22 sites. The students also communicate with each other and lend each other books. There are also a couple of copies at the library as well. Provost Holmes thanked her for the feedback. Sometimes people rely on the staff or District to resolve problems, but if you have the solution it's good to share it.
 - **Kimlisa Duchicela (DC)** stated there was a comment made at the board meeting about having lost some students due to on-time registration and there were issues and bumps with Banner. We need to make sure that it is indeed fixed. It's also important for them to know the numbers and statistics for enrollment. Also, if there is a way to capture how many students missed OTR and flowed into the 14-week schedule so Nic could give us an idea in March or April of the status of enrollment and how students are reacting to OTR. Provost Holmes responded that she would check with Nic to see how accurate those statistics would be. Kimlisa also stated that we should check prerequisites as well to make sure all of banner is working with that. She doesn't want a technical glitch to remove one person from the system. Provost Holmes stated they are aware students weren't able to register for the late start classes and it will be fixed before the next registration period.

6.3 PCCEA Report- Julia Fiello

1. All Faculty Day-
 - a. Survey coming next week
 - b. Request Senate and PCCEA determine next year's date
 - c. Q: Is an online vote acceptable given academic calendar timeline?
2. Meet and Confer
 - a. Board meeting information and direction from 2-4-15
 - i. Financial challenges (probable state cut 50%, potential challenge expenditure limitation legislation – House bill 2442)
 - ii. Salary line must not grow; “possible solutions”
 1. No lift
 2. No step (confusion about steps in abeyance)
 3. No direction to cut PD, sabbaticals etc. was given
 - b. Guidelines completed; 5-minute public comment begins each session
 - c. M/C meeting schedule, information, agendas, notes
 - i. Currently linked to <https://www.pima.edu/faculty-staff/employee-organizations/pccea/index.html>
 - ii. Soon: <https://pccea.com>
 - d. PCCEA Proposal and updates

- i. Topics and some possible solutions to faculty next week
 - ii. Frequent updates will follow
 - e. Management proposal- strong links to HLC “met with concern” items
 - f. Baker-Tully report implications
 - i. Revision of meet/confer?
 - ii. Performance-based (merit) pay?
- 3. Payroll Dates:
 - a. Reminder: IF on 26 pays- default 6 or select 7 summer pays
 - b. Email due 2-13-15 > Leslie Weng
- 4. Attendance Task Force work continues:
 - a. Completed in response to becoming an “attendance-taking institution”
 - i. BP revisions
 - ii. NA & RN in implementation phase;
 - iii. “Findings addressed”
 - iv. Additional recommendations re using Attendance Tracker
 - b. In process:
 - i. Revision of delivery methods/modalities
 - ii. Alignment with Catalog/Schedule of Classes
 - iii. Improvement of online Schedule
 - iv. Requests to improve Tracker > Ellucian OR change tool
- 5. Board Policy Review
 - a. BP 4001 and 4201 pulled (again) from 2-4-15 BOG agenda
 - b. Concerns remain re process and specific BPs remain
 - c. Address with Governance Council
- **MaryKris Mcilwaine (WC)** questioned if when students receive the RN email does the student need to respond to the email. Julia stated that the RN wouldn’t drop anyone from a class. The instructor will receive the email the same time the student receives it. If the instructor believes the student received the email in error the instructor can inform the student of that and get it corrected. If the student doesn’t receive the email in error they would need to attend class for the RN to go away.
- **Julia** asked that if she receives a proposal for the academic calendar could she get a vote online from everyone as opposed to waiting till the next meeting. It was agreed to vote online.

6.4 BOG Report- Mays Imad

Kimlisa encouraged everyone to watch the BOG meeting online

The Board provided guidelines for Meet and Confer.

- Enrollment report estimated drop of 30% since 2011. The Chancellor discussed how to increase enrollment and explained how it’s more effective to keep students than to

- recruit. Mays explained how this resonated with her. She recalled a time when a student shared how frustrated she was with an instructor. The instructor would let students out early more than an hour. She wanted to learn and felt like she was hiring a babysitter. Mays has been mentoring adjunct faculty and has learned that this happens a lot. She realizes that you can't tell faculty how to run their classes but to share this with departments and remind ourselves to meet for the scheduled time. Mays explained why she wanted to run for BOG Representative. She was hired two years ago with Tal Sutton. The interviewing committee asked her if she had any questions. She told she wanted to make changes and find ways to make things better. She asked how flexible the system was to allow her to do that. When the HLC issues arose students were asking her questions about policy and she didn't have clear answers for them. She realized she needed to learn more about the College works and how to be more effective. She nominated Tal for President-Elect because his office is always filled with students and is very committed to them.
- **Duff Galda (EC)** shared that an email was received from David Katz concerning work session before the BOG meeting. They discussed the several lawsuits that came forward. Kimlisa explained that it was discussed during executive session and the information is closed to the public. It's an HR issue and she doesn't feel comfortable discussing it. She suggested directing their questions to the Chancellor. He is aware that we are aware. Duff questioned if it would be appropriate to direct these questions to the Chancellor in the next meeting.
 - **Odile Wolf (EC)** reminded everyone that we were being recorded and the meetings are public record. The media can do whatever they want with what you say and it might be best to keep it out of senate. Kimlisa stated they do have the option to email their questions to the Chancellor or ask in senate.

6.5 Governance Council- Joe Labuda

- The Governance Council is an organization in search of a mission. It was a result of the HLC and the BOG wanted to have another forum for input. There are members from staff council, temporary employees, administrators, faculty, and so on. If you have an issue you'd like to go forward to the council, you can do that online or contact one of the members.
- They've been checking standing committees to see if they are still valid, if the membership is appropriate, and if they are comfortable with their mission.
- There has been a discussion for a long time about departmental web pages for departments to promote their programs and not having the ability to do it. Kimlisa and Joe spoke with Louise Glogoff last week. It's not something that will come about quickly but it will be something that moves along the way.

- Don brought forward the issue of smoking relations not being adhered to on the campuses. Debbie was going to take that back to the campus presidents and there was going to be more publicity involved.
- Board Policies have been an issue for the last several months. Joe read a part of the minutes from last January's meeting stating the BP's had been put on hold by the Chancellor back in December so the Governance Council could weigh in on board policy.
- The Governance Council doesn't take the place of senate or staff council. It's a forum for different groups that don't normally sit down at the same table together to be able to discuss various issues.

6.6 Senate Adjunct Faculty Committee- Carol Buscemi

No report given.

6.7 Faculty President's Report- Kimlisa Duchicela (Food service, Website)

- Some people will come to talk to the senate about Mandatory Student Orientation at the March meeting.
- Issues about the food service will go to the Governance Council to take a look at.
- Web sites are moving forward and Bardo will be helping Kimlisa with that.
- Staff council has been attending Faculty Senate meetings. She will send an email asking anyone who would like to attend the Staff Council meetings. It's very important we support them and they support us through the intense 18 months we are going into. They meet before Faculty Senate in the same room from 8:00 am – 10:30 am. If anyone is interested please let her know.
- If anyone has interest in Up with People send them to her and she will get them to the right place.

7.0 Open Forum

- Rita received a letter from a colleague about expectation to attend the Pathways to Civility training. The colleague expresses it's insulting to think we don't know how to communicate. Faculty and staff are already doing a substantial amount of work and the training was an imposition of time. She will forward the letter to Kimlisa. Kimlisa stated if your administrator is saying you have to do the training than you have to go, but the email is not stating it is mandatory.

8.0 Executive Session

Requested

Adjournment was motioned and seconded.