

**Faculty Senate Minutes**  
**February 5th, 2016**  
**Amethyst Room Downtown Campus**  
**1:00 p.m. - 4:23 p.m.**

**1.0 Introductions and Call to Order**

Attendance taken by Faculty Senate President, Tal Sutton (EC)

**In Attendance:**

Tanya Hawks (DW); Joe Labuda (DW); Teddi Schnurr (DV) Proxy for Olga Carranza (DV); David Morales (DV); Jonathan Meair (DV); John Archuleta (DC); Skylar Webb (DC); John Gerard (DC); Karen Derr (DC); Thomas Tomasky (DC); Gwen Gorbette (DC); Timothy Cruz (DC); Kimlisa Duchicela (DC) Proxy for David Kryder (CC); Josie Milliken (DC); Mays Imad (EC); Rita Flattley (EC) Proxy for Fred D'Angelo (EC); Carlo Buscemi (NW); Cheryl Blake (NW); Noah Fay (NW); Jerry Cherrington (NW); Matt Hinojosa (NW); William Lang (WC); Pamela Coker (WC); MaryKris Mcilwaine (WC); Michael Parker (WC); Paul Flasch (WC); Jacqueline Kern (WC); Carol Christofferson (WC); Steve Mackie (WC); Proxy for Lazaro Hong (WC); Karie Meyers (WC); Margarita Youngo (WC); Rosa Morales (WC); Michael Nolan (WC); Kathy Fraychineaud (WC); Meg Files (WC); Bardo Padilla (DC) Faculty Senate Vice President; Patricia Figueroa (EC) Faculty Senate Secretary

**Absent:**

Robert Foth (CC); Joel Dworin (DV); John Archuleta (DC); Chris Chulak (DC); Lisa Jurkowitz (DC); Steve Olson (DC); Trisha Miller (DC); Mary Mitchell (EC); Don Roberts (EC); Mary Shelor (EC); Wright Randolph (EC); Erin Eichelberger (EC); Donald Bock (EC); Rita Lennon (EC); Debra Kaye (WC); Sarah Marcus (WC); Catherine O'Brien (WC)

**Guests:**

Julia Fiello (DV); Kate Schmidt (CC); Michael Tulino (DO); Jorge Caballero (DC); Odile Wolf (EC); Karrie Mitchell (DO); Acting Provost Dolores Duran-Cerda (DO); Julian Easter (DO); Chancellor Lee Lambert (DO)

**December and January approval of minutes**

- **Rita Flattley (EC)** had a correction for the December minutes on the fourth page. Hire education should be changed to higher education.
- **Joe Labuda (WC)** motioned to approve the December minutes with corrections. **Rita Flattley (EC)** seconded and passed with unanimous support.
- **Joe Labuda (WC)** motioned to approve the January minutes. **Rita Flattley (EC)** seconded and passed with unanimous support.

**2.0 Agenda Modifications**

Tal added his name to the PCCEA report to address the Personnel Governance Task Force.

**3.0 Business**

### 3.1. Discussion of the Senate officer election process - Tal Sutton

Tal explained that the current process is to publicly nominate oneself or put another name forward, and the person can accept or not. If there are multiple nominations, a secret ballot would be done.

### 3.2. Faculty Senate Elections - Tal Sutton, Bardo Padilla

- Vice President –  
**Tal Sutton (EC)** nominated **Tim Cruz (DC)** for Vice President. Tim accepted the nomination. It was seconded and passed with unanimous support.
  
- ACC Representative -
  - **Mays Imad (EC)** nominated
  - **Skylar Webb (DC)** for ACC representative. Skylar accepted the nomination.
  - **Tal Sutton** nominated himself for ACC representative. Tal and Skylar gave a brief description of their interest in the position.
    - Nominee Skylar Webb - 16 votes
    - Nominee Tal Sutton - 12 votes
  - **Skylar Webb** is elected ACC rep.
  
- Secretary -  
No nominations.

**Joe Labuda (WC)** motions to continue with Mays Imad in her position while she finishes out the second year of her term on the BOG rep and the ACC rep. The motion was seconded and passed with unanimous support.

- President-Elect –
  - **Mays Imad (EC)** nominates **Tim Cruz (EC)**. Tim accepts the nomination and gives a brief description on his interest in the position.
  - **Meg Files (WC)** nominates **Michael Parker (WC)**. Michael accepts and gives a brief description on his interest in the position.
    - Nominee Michael Parker - 27 votes
    - Nominee Tim Cruz - 6
  - **Michael Parker** is elected President-Elect.

### 3.3. Update from subcommittee on revising the charter - Michael Parker, Joe Labuda

- They are thinking of revising the charter to alter the composition and the number of senators that they have.
- They would also like to revise the charter to strengthen Faculty Senate so they could oversee academic matters. This was at the invitation of Chancellor Lambert. The committee drafted a resolution stating as a matter of principle this is what the Faculty Senate should do. They would also like to draft a board policy, an administrative

procedure that the senate would present to the BOG and ask them to ratify. Michael will send a PowerPoint to refer back to.

### **3.3.1. Resolution to consider**

**Joe Labuda (WC)** clarified that the resolution does not change the charter. It clarifies their vision and puts forth a set of principles.

Whereas Pima Community College is committed to student success

Whereas student success is predicated upon sound, well-informed, academic decision making.

Whereas PCC's faculty, by virtue of their academic training and ongoing professional development, represent the most knowledgeable group within the institution on academic matters.

Whereas the Faculty Senate is the representative body of all faculties (full-time and adjunct) that participates in the governance processes of Pima Community College.

Whereas the Higher Learning Commission expects the faculty of its member institutions to oversee academic matters.

Be it therefore resolved that the Faculty Senate work with the Provost to develop a governance structure for overseeing district-wide academic matters that are not unique to any disciplines and therefore fall outside of the purview of individual CDACs.

To achieve this end, the Senate charges the Sub-Committee for Senate Charter Revision, to revise charter accordingly and that it draft and propose complementary Board Policies and Administrative Procedures that will ensure that those revisions gain traction within the College.

Be it further resolved, that the College firmly embed its existing governance structure within its decision-making processes.

**Carol Christofferson (WC)** moves to approve and open for discussion. **Joe Labuda (WC)** seconded the motion.

**Rosa Morales (WC)** proposed changes to make to the second to the last paragraph. She would send the proposed changes to Tal in writing.

Tal explained that there was a motion on the floor. They could either withdraw the resolution, amended it, or continue on. Tal took a vote to pass the original resolution. 28 voted to pass the original resolution four opposed and one abstained. The motion carried and resolution passed.

Tal asked Mays Imad to bring forward the direction of the Faculty Senate to the BOG at the next BOG meeting.

### **3.4. Update from subcommittee on mentoring/onboarding - Tim Cruz**

- Tim explained that they have looked at the mentoring program to see what components are there. They also have information on the leadership onboarding for executive leadership

team, for onboarding other staff for faculty learning academy. They will review those and see what components they can bring back to the committee.

- Tim would like to identify all the new senators and have a special meeting to get them up to speed on basic things. They will also be reaching out to returning or previous senators who would like their best practices.

### **3.5. Policy updates 3.5.1.AP 9.01.01 (Acceptable use of IT resources) - Michael Tulino from IT 3.5.2.AP 9.01.02 (Data trusteeship) - Michael Tulino from IT**

- Michael explained that the APs were forwarded to the Senate. They are administrative procedures that have been adopted from the old SPGs and move forward. Very little modifications have been done and they have gone through a number of different groups.

**Rita Flattley (EC)** questioned the AP title Acceptable Use for Information Technology Resources, section 2, Agreement Process and Enforcement. VC for IT creates the acceptable use agreement, and employees have to sign before they can get access to it. Information technology access means you can do your job. If you do not have it you cannot do your job. She's concerned that something has to be signed by everybody. She believes it should be reviewed by a wider range of people like Faculty Senate. Faculty members have specific uses and specific concerns about information technology.

**Odile Wolf (EC)** explained that there was communication that was passed about the use of thumb drives forbidding downloading and uploading from campus computers to thumb drives. She explained that it would be a problem for faculty, adjunct faculty, and students.

Michael responded that this was not going to cover what was released recently. It is a policy that is being created out of the Records and Management Office. They will be asking Kurt Meyers who is a representative of that office to be at their next meeting to discuss that piece, which is not what they are voting on today in this part of the AP.

**Kimlisa Duchicela (DC)** suggested that policy and signing things could be inhibited. She does not want to be put in a position where she cannot use or access technology or allow students to use a technology simply because of something that is only going to be reviewed every three years.

Michael stated that if faculty had revision or modification requests they could send them to him or to Tal.

Tal reopened the Vice President position and put Tim Cruz's (EC) name forward. Tim accepted. It was seconded and passed with unanimous support.

## **4.0 Reports**

### **4.1 Chancellor's Report- Lee Lambert**

- The Chancellor gave an update on the Foundation Luncheon. The community expressed their excitement on the direction the college is moving in and the number of programs working hard to meet the needs of the community.
- The Chancellor attended the hearing for Senate Bill 1322 and the Education Committee passed the bill unanimously.
- A few amendments to the bill were waiting from 1.6 to 1.3 with an expanded list of programs. The other amendment made was to have a 10 year look back instead of a 5 year look back. The 10 year look back will sunset in 3 years and then the college would be looking at a 5 year window or actuals. He encourages everyone to let their legislators know how they feel about SB 1322. It affects the other nine districts as well and it is not a tax. It limits the spending of our revenues and that is received through taxing.
- High School enrollment in TUSD and other districts have flat lined and mean less students enrolling with the College.
- The College needs to rethink how they offer courses to meet the needs of individuals who want to take classes and are working more than one job. They are in need of what we offer but they also have to make a living for themselves and their families.
- They have put together a Draft Strategic Enrollment Management Plan under the leadership of Karrie Mitchell. It consists of key strategies to help attract and retain students. About 11,000 PCC students were lost since 2014. The students were contacted but it was not coordinated well between the campuses. They are working on this to get these students back into Pima.
- Pell Grants are at stake. Collectively, students receive over \$33 million in Pell Grants every year. That would be \$33 million less in the college's budget and less students at the College. The Chancellor and the Board continue going to Washington D.C. to keep their presence so the educational leader's voices are heard.

**Kimlisa Duchicela (DC)** questioned if institutions like ASU are looking at more creative models like in order to pull students out of community colleges into ASU especially in regard to Pell Grants.

**The Chancellor** explained that the universities like ASU, NAU, and UA are trying to get the money that the state's providing for the students to follow the students. They are not including the community colleges in that task. He spoke with the president of ABOR and she stated that they weren't talking about students coming to community colleges but students coming to the universities. It is not intended to take away from the students of community colleges. Pima and Maricopa do not get money from the State of Arizona. So if the money follows the student and then the reimbursement for the other eight districts is much lower than what the reimbursement is for the universities. He also explained that universities like ASU are not waiting for the day when the state zeros them out. They built corporate partnerships like Starbucks and a much stronger online program that they are heavily marketing. PCC test marketed PimaOnline in Colorado and received 450 hits to PimaOnline. Pima cannot wait either and they need to get as aggressive.

**Odile Wolf (EC)** questioned if they could have a blurb about SB 1322 explaining the pros and cons. She explained that there are several initiatives going on at the same time at PCC. She hears on one side that there we are one big family and on the other hand she finds the campuses competing against each other. She finds it confusing and it is creating problems. She used Computer Science Networking as an example. She explained that it is hard from a faculty perspective to deal with both approaches going on at once. It would be nice if were fully a happy family or fully a competitive but not both at once.

Chancellor Lambert explained that over time they'll be positioning the campuses in a more strategic way so they do not find themselves in a competitive landscape. Data being collected from the Educational Master and Facilities Master Planning process is showing that students will drive wherever they believe the program that they need to take is housed. They will go to centers of excellence if they have them. A lot of colleges like us have moved in that direction across the country. The college has found that they have 150,000 square feet of underutilized space. It is equivalent to the Downtown Campus. They need to think smarter and may have to reposition programs which they have done in some ways.

**Meg Files (WC)** questioned how faculty could share their ideas for increasing enrollment. Chancellor Lambert explained that as they roll out the draft Karrie Mitchell (DO) would be putting together a way for people to weigh in and provide input. There are some strategies in there but there is always room to add.

**William Lang (WC)** questioned what the latest was regarding international enrollments. The Chancellor explained that the initial enrollment was up 5-10%. They first started their efforts in Mexico with the Becalos program. The initial group had about 50 students at the WC. The past term had about 60 students divided between WC and DC. They are looking at another 100 students coming up. They really like the experience students are having at PCC, but with the way oil and gas is diminishing, so are their resources. There is also a rumor they have not been able to confirm yet that the UA is looking to require international students to take their first 12 credits with the UA. A number of their international students come to PCC and if that is the case, the college will lose those students. The international population of ASU is around 10,000 and UA is about 3,000. The competition is fierce for students no matter where they come from. PCC needs to be more strategic when we present a great program of offerings for students so that they chose Pima and also want to stay here.

#### **4.2 Provost's Report - Dolores Duran-Cerda**

- Acting Director for Provost's Office and College Initiatives - Kate Schmidt will be working in the Provost's Office as Acting Director of Provost's Office and College Initiatives. She has worked in multiple roles at three campuses, as well as in the Provost's Office, during her 10 years of service. Kate started off at the College as an adjunct faculty member in the Early Childhood Education department. Most recently, Kate has been serving as Director of Program and Instructional Support at Community Campus. Prior to that, she was Acting

Dean of Online Development. She has also been Advanced Program Manager for the Center for Learning Technology (CLT).

As Acting Director, Kate's duties will include developing and organizing projects concerning instruction and curriculum, student services, accreditation and assessment. She will be overseeing ADR and Faculty Certification. As appropriate, Kate will represent the Provost's Office at meetings, presentations and forums across the College and with the community.

- Fulbright Scholar in Residence Dr. Reginald Nnamdi Oputa - The College is honored to have a Fulbright Scholar in Residence this semester. Dr. Reginald Oputa, from Nigeria, is a physician/endocrinologist in the Department of Internal Medicine at Imo State University Teaching Hospital in Imo State, Nigeria. Dr. Oputa is in Tucson with his wife, Prisca Ngozi Oputa, until June. He may stay longer but the grant itself is for this term.

Dr. Oputa has an office at WC but is a PCC Scholar and would like to connect with all campuses. He is holding office hours at DO, too, in order to be accessible at a centralized location. Employees at the College, community members and organizations can reach out to include Dr. Oputa for events (presentations, team-teaching, panels, visits, social events). Academic Dean, Mary Beth Ginter is finalizing a chart with many possible activities with contact people. This grant was originally written in 2013. The primary administrators and facilitators of the grant are Chancellor Lee Lambert, Acting Provost Dolores Duran-Cerda, Vice President of International Development Ricardo Castro Salazar, Academic Dean Mary Beth Ginter, and Advanced Program Coordinator in the Grants Office Shani Stewart. The general point of contact is the Provost's Office.

- HLC Professional Development Opportunity for Faculty - The Campus Presidents and the Acting Provost are offering a professional development opportunity for some faculty to attend the upcoming Higher Learning Commission Conference (HLC) in Chicago, April 15-19, 2016. In November, full-time and adjunct faculties were invited to indicate their interest in attending the HLC Annual Conference through a survey. In December, one faculty member from each campus was selected to attend the conference. In addition, the Provost's Office selected faculty leadership from Faculty Senate and PCCEA to attend. The Chancellor's Office is sponsoring an Adjunct faculty member to attend, as well. The following list comprises of the faculty who will be attending the HLC Conference in April:

Tal Sutton (Faculty leadership-Provost's Office)  
Julia Fiello (Faculty leadership-Provost's Office)  
Jason Apodaca (WC adjunct faculty, Fitness and Wellness-Chancellor's Office)  
David Raymond (DV-Aviation)  
Tim Cruz (DC-Sciences)  
Carin Rubenstein (NW-Behavioral Sciences)  
Mays Imad (EC-Life Sciences)  
Wendy Weeks (WC-Chemistry)  
Anthony Sovak (CC-Writing)

Pima and UA guaranteed transfer program - In December, the Chancellor and the Acting Provost had a meeting with UA President Ann Weaver Hart and Provost Andrew Comrie to discuss the possibility of creating a Pima and University of Arizona guaranteed transfer program. It was agreed that both Provosts would lead this effort. Pima students who participate in this program would be guaranteed admission to the UA. No application to the UA would be necessary. The goal is that this program be piloted in the fall with possibly WC and/or DC. We will be having our first meeting in mid-February.

- Campus Office Hours - In the fall semester the Acting Provost held office at all of the campuses for full-time and adjunct faculty. This month, she is holding office hours with Student Services staff. In December, the Acting Provost began with the DC and NW Campuses and is now continuing with the remaining campuses. Although the focus will be on Student Services, everyone is welcome to attend:

February 11, 1:00 pm to 2:30 pm - West Campus - room CG-28

February 15, 1:00 pm to 2:30 pm - Community Campus - room B-209

February 17, 1:00 pm to 2:30 pm - East Campus - room L-233

February 23, 1:00 pm to 2:30 pm - Desert Vista Campus - room A-109

- Reminder: SLOs Curriculum Course Modifications - SLOs as Curriculum Course Modifications need to be submitted to your respective campus curriculum coordinator. Julian Easter, AVC for Curriculum and Academic Services, has asked the coordinators to make sure they indicate their deadline to ensure items are received at the District Office by March 11. The campus coordinators are the following:

CC: Linda Cordier, [lcordier@pima.edu](mailto:lcordier@pima.edu)

EC: Sara Hastings, [smhastings@pima.edu](mailto:smhastings@pima.edu)

DC: Marcia Wojsko, [mwojsko@pima.edu](mailto:mwojsko@pima.edu)

NW: Diana Morris-Murphy, [dtmorris@pima.edu](mailto:dtmorris@pima.edu)

DV: Kathleen Marks, [kamarks@pima.edu](mailto:kamarks@pima.edu)

WC: Carla Shaw, [cshaw@pima.edu](mailto:cshaw@pima.edu)

- Julian has met with the team and is in the process of addressing the concern of the current approval protocol. They are making it more flexible to operate in a timely fashion.
- The pre-approval process will also be emphasized in that process. They are going to get questions answered up front before developing the curriculum so they can feel confident they are on the right track with fewer roadblocks.
- They are looking at putting a cross-listing procedure in place to take care of cross-listing issue. Julian is putting a moratorium on any new recommendations for cross-listing until the fall. It does not affect classes that are already cross-listed. If it is not in the pipeline now they will not approve any cross-listing recommendations until the policy and procedure is in place. The goal is to have it operated and in place by the fall. Between now and May it provides for maximum input from the faculty that are here. He asks that if cross-listing has worked for you to please provide the evidence.

**Tim Cruz (DC)** explained that he is the co-chair for the Faculty Advisory Task Force. They met with consultants and he's heard consistently from student services and the consultants that



were here that they are advocating for having a set time to update the catalog. The changes that are happening the entire time make the advising process complicated.

Julian acknowledged that one of the things in the process to identify is having firm deadlines and follow those deadlines. They will approach it in a positive way and not say you're late for fall but early for spring.

- Michael Tulino explained they are forming a group to look at software requests and Google App requests. They have had requests for certain applications in Google. They are hopeful Julian will be forming a group with a number of staff, faculty, and administrator representatives to look at requests that come in related to software. There is software that is being paid and is not being used. There is software that is bought and paid for at different locations with different license structures. Consolidating those under one would save the college money.
- Julian explained that there will be a Software Assessment work group and a Cross-listing work group. If faculty would like to volunteer in either group they can email Julian Easter.

Tal suggested that Julian could send him the call for membership so Tal could send it senators to look for membership.

- Karrie Mitchell addressed Attendance Tracker and questions about Rodeo Days. Karrie used the example of Rodeo weekend and the college being closed for two days and questioned what should be done if they have a class that is on just a Thursday. **Tim Cruz (DC)** responded that they should not cancel it but set up an assignment or a way to show intent that they were going to be there.
- Faculty should explain in their syllabus to students on what they need to do if they are going to be absent and what they need to prove for engagement and academic activities. Using the Rodeo Holiday as an example she explained that if the faculty canceled the class it would have the same effect as an absence. She suggests engaging the student in an academic activity and counts them as present in Attendance Tracker instead. If you have a two day a week class and you're meeting on Tuesday you're covered on Tuesday. Where they run into trouble is the Thursday/Friday class. A student turning something into you, engaging with the instructor about the academic content shows their intent to stay enrolled in the college.

#### **4.3 General Counsel's Report - Jeff Silvyn**

- Jeff attended the PCC Community Foundation Luncheon. Part of the program was Student Stories. Students shared their stories and are phenomenally grateful for the opportunity at PCC and are appreciative of the support they receive and the relationships they build with faculty.
- The policy process is moving to a two tiered system. BPs is the goal and what the standard to meet is. APs are how they will be achieved: Who is responsible? And what is the basic process? As they are trying to process and improve on what they have they will identify who is affected by the procedure and receive input from those areas. They will then circulate the proposal through the different governing bodies and post for public comment. After the final

proposal is made it will go the Chancellor and Executive Leadership. If it is a BP it will go to the Board for a vote. If it is an AP it will go to the Chancellor and the Executive Leadership to make a decision to implement or send back for more work. The goal is to complete the transition by June 30th. A monitoring report will be sent out in July and they want to show that they have done the job or made significant progress. He suggested posting these materials on Google groups or they can figure out another way to share the information with everyone so they have time to review it. Angie Wesson and Jeff will be coordinating everything. He asks everyone for their patience and to think of ways to make it better because it is a new process.

#### **4.4 PCCEA Report - Julia Fiello**

- Monthly PCCEA/Senate Leadership Meetings with Presidents/Provost
  - Factors negatively impacting enrollment: early/poor cancellation decisions & communication with students\*, advertising concerns, new payment requirements, changes to FA eligibility, guaranteed schedule (and what should be guaranteed), registration 'hoops'.
    - ✚ \*Rec: set up text alert communication process if a class is cancelled
- 'Debrief' All Faculty Day: follow up survey data shared; note strong support for move to Wed; next year clear mechanisms for Adjunct Faculty inclusion (planning starting now)
- Possibilities for new DC/LF structure: plan still in progress, but appears that a single point-of-contact for some programs will occur Fall 2016; discussed concerns included:
  - DCs as supervisors of Faculty colleagues
  - compensation
  - potential to improve role/functionality of CDAC co-chairs to address some needs
  - focus on what has to be changed vs. what might be changed
- Issues raised on PCCEA's survey or brought to us by Faculty & Staff (on-going)
  - Information storage and security update (faculty group ready to meet with Kurt Myers for later implementation)
  - Lab supervisor and HR desk audit

#### **Meet and Confer & Personnel Governance TF**

- Teams
  - PCCEA: Ana Jimenez (EC) & Nan Schmidt (WC) (co-chiefs), Jacqie Allen (ESF, DV), Matej Boguszak (DC); Makyla Hays (EC), Ken Vorndran (NW)
  - Administration/Management: Dan Berryman (CHRO, chief), Alison Colter-Mack (HR), Dee Lammers (VPI/WC), Ted Roush (CVP/DV), Greg Wilson (AD/DC), Julian Easter (DCO/AVC Curriculum, Academic services/alternate)
- M/C Activities
  - Jan-May: weekly team/prep meetings
  - Known topics (from Board; filtered through administration):

- HLC-related policies (some question about what this may include as HLC requires that policy and practice be aligned, so also need to bring in new evaluation, hiring processed; any changes made to DC/LF structure etc.)
- Budget (but all financial is off the table, so it is unclear what this includes)
- Alignment of RIF/Retrenchment policies of 3 employee groups (some/all? Into common policy)

Some meetings Faculty (FPPS) only; some all groups (Common Policy); all open meetings

1st M/C meeting today 3:30; next 2/12 and 2/19 (schedule on pccea.com)

- PGTF
  - Membership reminder
  - Create on-going framework; large group 'sorts' topic into non-policy concerns (appropriate office) and policy issues (appropriate BP/AP or Personnel Policy Statements); utilize 'policy writer' (details TBD)
  - Not yet completed: clear process for discussing compensation
  - Known concern from Board/Administration: improve inclusivity; recommendations include mechanisms to improve this for all groups
  - Faculty concern re M/C representation: Representative groups charged with representation, having 'non-member #'s, many challenges (e.g., how does a non-rep member represent a group? should not #'s mirror % of members/non-members vs. something arbitrary? No evidence that concerns about representative groups are widespread - and no desire to gather or utilize evidence; PCCEA's survey data discounted)
  - Also need a representative group for Adjuncts, Administration?
  - Next:
    - Present progress to-date to Chancellor this afternoon
    - Then present draft framework to employees and gather feedback
  - PCCEA Goal
    - Meet soon with Board members in Study Session or individually to get clearer direction re M/C, express concerns

### **Other PCCEA Activities**

- Community outreach etc.:
  - Meetings with City Council members & local AEA organizational consultant
  - Meetings with other groups advocating for PCC's success
  - Meetings with willing Board members to improve direct communication regarding faculty perspectives and interest
  - AEA support: lobbyist- updates and collaboration; local organizational consultant; legal review
- Faculty Forum w/Chancellor Lambert February 19, 10:00-12:00 (location: DCO)
  - Discussion of concerns raised in survey; open conversation
- Reminder: All Faculty Meeting Friday March 25 10:00 - 12:00: M/C & PGTF updates; other

Benefits Working Group (BWG)

- Research presented re other similar institutions' wellness plans and benefits options (esp. incentives)
- Recall: PCC is now self-insured for both medical and pharmacy (former is new)
- The BWG is reviewing details of our pharmacy plan to try to identify cost savings; options include:
  - moving step therapy (requirement to try cheaper generics first)
  - change to national preferred formulary; current employee analysis to determine impact has been done; significant savings by excluding 2% of products would occur
- Note: covered drugs can/do change mid-plan but there's a communication plan
- Addition of Senate member?

**Mays Imad (EC)** questioned the process of picking for the Meet and Confer, PCCEA team, and the management team. Julia responded that PCCEA's process is outlined in their charter on the PCCEA website. She does not know the process used to identify the management team. Mays also asked if Julia could provide them with the survey results. Julia responded that a survey is being provided. They do not provide all of the raw comments because sometimes there are self-identifiers in those comments. The data was also presented on All Faculty Day and is posted on the intranet under All Faculty Day.

#### **4.5 BOG/ACC Report - Mays Imad**

- Bruce Moses gave a report about the HLC. The Provost's Office and Bruce's team divided the issues raised by the HLC. It showed that 41% of the issues are academic matters. Bruce and the board members are concerned that the college is not making progress fast enough before the site visit.
- A report was given about the financial state of the college.
- A study session was held last Monday and a report on Dev. ED showed data related to enrollment. Students who are placed in Dev. ED courses showed over 50% of them dropping out. The board asked Jeff Thies to communicate with the faculty to see how the issue could be resolved.
- Mays and Tal attended an ACC meeting. They discussed revising or getting rid of Regs and SPGs. They also discussed making the ACC truly representative.
- Mays questioned how they should go about soliciting feedback from faculty and senators for both the ACC and BOG report. In the past Mays has sent out an email requesting feedback from senate and from their constituents. The Board has asked that all reps have an advisory role so they need to go with a much bigger report. She questioned how they should go about it.

**Tim Cruz (DC)** explained how the charter states we represent the faculty. He feels it needs to be looked at through the lens of the charter. They need to be clearer in what they want so the senate can actually make their charter. Continued discussions need to be made.

- Mays explained that some senators were not comfortable with just one person emailing all faculties and asking for feedback to include in her report. She no longer feels comfortable being responsible and wants it to be a senate issue.

**Carol Christofferson (WC)** explained how years ago there used to be a suggestion box and the suggestions would go directly to the campus president on a regular basis. She suggested an ACC suggestion box where students, staff, and faculty could comment anonymously.

**Patty Figueroa (EC)** suggested that each senator send out a brief faculty senate report to their constituents asking them for feedback. Whatever they receive can be forwarded to Mays. She likes the suggestion box idea too.

**Tal Sutton (EC)** expressed that the gathering of the information was not the concern. Ensuring faculty input and filtering it is what is important. If one set of eyes are on that report he does not know how it is representing the Faculty Senate. An important key is having the opportunity to discuss and consider the ideas put forth to the Board in the report.

**Tim Cruz (DC)** feels it is a positive move to have committees and others representing the senate voice. As officers they need to come together more regularly as a group to make sure it is consistent and it does not just go through the senate president.

**Mays** asked the senate to please send an email to their constituents asking them for feedback, questions, and updates on events and activities they have been involved in, and achievement awards.

**Rosa Morales (WC)** stated that she had suggested a suggestion box at the WC but people were reluctant to do that. Rosa expressed how appreciative she was to Tal for sending them briefings on meetings with the Chancellor and the Provost. She hopes that the future Senate President will continue that as well.

- Student representatives talked about their presentation on textbooks to the board. They shared at the last ACC meeting that the students were frustrated and that is why they went to the Board. They spoke to faculty and administrators about the problems with textbook expenses and nothing was done. That is why they took it to the Board. It concerned Mays that students bring issues to them and they feel nothing is being done. She would like the senate to revisit the textbook issue.

Regarding the information gathering process, Tal added that if they want to be an agenda item for next they can meet and discuss a potential process and that process could make its way into the Senate Charter revision.

**Carol Christofferson (WC)** suggested that Mays put the results of the emails she receives in the Faculty Senate repository the week before the Board meeting. Mays liked the idea.

Tal stated that he is trying to make the online thing manageable and easier for people to use. He also asked for suggestions on how to organize and condense the time on business and reports. He suggested setting up a time keeper.

#### **4.7 Adjunct Faculty BOG/ACC report - Carlo Buscemi**

No report.

**Tim Cruz (DC)** stated to Carlo that he has attended several board and senate meetings this fall and is concerned that there is consistently no adjunct faculty report. He knows adjunct faculty has issues and that there are a lot of concerns. He encouraged Carlo to make sure the adjunct faculty is represented in a report at the Board meeting.

#### **5.0 Open Forum**

None

#### **6.0 Executive Session**

None requested

**Adjournment was motioned and seconded.**