

Faculty Senate Meeting Minutes  
October 3, 2025  
1:00 – 3:00 PM  
Downtown Campus, Amethyst Room

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## **Attendance**

### **Officers:**

- Denise Reilly, President (College Readiness & Student Success)
- Dr. Kelly O'Keefe, President-Elect (Workforce Development and Lifelong Learning)
- Dennis Just, Vice President (Sciences)
- Rita Lennon, Past President & Faculty Board of Governors Representative (Health Professions)

### **Senators Present:**

- Alexandra Armstrong (Sciences)
- Allison Stacy and Proxy for Diane Lussier (Math)
- Dr. Brooke Anderson, Proxy for Cynthia Howe (Communications) and Makyla Hays (PCCEA President)
- Dr. Crystal McKenna (Sciences)
- Greg Loumeau (Arts) and Proxy for Sean Mendoza (Business/IT and Adjunct Faculty Representative)
- Jane Hall and Proxy for Karla Lombana (Business, IT, Hospitality Leadership)
- John Gerard (Applied Tech)
- Kimlisa Salazar Duchicela (Social Sciences)
- Maggie Golston (Communications)
- Mayra Cortes-Torres (Communications) and Proxy for Liz Rangel-Arriola (PimaOnline)
- Padma Nair (Sciences)
- Raymond Ryder (Arts)
- Sarah Kirchoff (AIT)
- Sarah Robinson (Education)
- Vivian Knight (Business, IT, Hospitality Leadership)
- Caroline Torres (Math)
- Stacy Cousins (Health Professions)
- Emily Besich and Proxy for Sol Gomez (Library)
- Matej Boguszak (Math)

**Senators Absent:**

- Mark Frederick (Adult Basic Ed)
- Michael Nolan (Visual Arts)
- Christina Schemp (Health Professions)
- Nikki Robinson (Health Professions)
- Trina Nuno (Adult Basic Ed)
- Manal Tafish (Adult Basic Ed)
- Adrian Snellgrove (Aviation)

**Guests who signed in:**

- Dr. Ian Roark
- Jose Salamando
- Dr. Aubrey Conover
- Theresa Riel
- Jim Craig
- Dana Roes
- Don Harp
- Jose Maria Menendez
- Michael Amick
- Ken Hosto
- Phil Burdick
- Dr. Irene Robles-Lopez
- Dr. Jessica Tinklenburg
- Lynnae Thandiwe
- Amanda Abens
- David Parker
- Emily Halvorson-Otts
- Dr. Jeff Thies
- Michael Tulino
- Nina Corson
- Dr. Vanessa Arellano

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**1. Introductions (1:00 – 1:15 PM)**

- a. Welcome and introductions – Faculty Senate President Denise Reilly
- b. Review and approval of September meeting minutes - Motion to approve by Sarah Robinson, Seconded by Alexandra Armstrong, passed and approved by the Faculty Senators meeting quorum.
- c. Requests for Agenda Modification/Executive Session - Change order so AP/BP section last on agenda to after Credit Hour SOP. Additionally, the Provost's Report was swapped with the

President's Report.

d. Requests for [Open Forum](#)

- Dr. Kelly O'Keefe - All Faculty Day schedule change (Breakfast, Division meeting, Presentations in theater, done by noon) January 13, 2026.
  - Kimlisa Duchicela - Menlo Security caused many problems with D2L, requesting better coordination between IT and faculty.
  - Dennis Just - Announcement: Tucson Classics Car Show (Pima Foundation fundraiser for PimaSTART)
  - Dana Roes, Dean of Arts, announced an Art Show at the Downtown Campus on October 3, 2026
  - Dennis Just - [Requests for Faculty Engagement](#)
    - [HLC Corrective Action Plan Work Groups](#)
    - [Student Learning Assessment Committee Workgroups](#) ([Video](#)) ([Form](#))
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## 2. Reports (1:15 – 1:45 PM)

- a. [Provost Report](#) – Dr. Ian Roark
  - b. [President Report](#) – Denise Reilly
  - c. [Board of Governors Representative Report](#) - Rita Lennon
  - d. [PCCEA Report](#) - Dr. Brooke Anderson
  - e. [TLC](#), [Adjunct](#) - Written Reports
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## 3. Business (1:45 – 3:00 PM)

a. Division Spotlight – Business, IT, and Hospitality Leadership

Presenters: Jim Craig, Samantha Overton - Accounting, Vivian Knight - Entrepreneurship, Jane Hall, Human Resources

- Highlights included a flexible learning model in [Accounting](#), new [Entrepreneurship](#) and Basic Business Certificate programs, and plans to transition the [Human Resources](#) certificate to an 8-week online pathway by Fall 2026.

b. Faculty Senate Officer Elections

Presenter: Dr. Kelly O'Keefe (2026 President) - Google Forms ballot results:

- President-Elect: Dennis Just
- Vice President: Vivian Knight
- Secretary: Jane Hall
- Board of Governors Representative: Sarah Kirchoff

- Adjunct Faculty Committee Chair: Sean Mendoza

c. AP/BP and Improvement Process Deliverables, [AP/BP Review](#)

Presenters: Ken Hosto, Jose Saldamando, David Parker

- Updates on AP/BP management process, internal audit-related policies, and disability accommodations (AP 3.46.02).

d. [Academic Integrity Code Revisions](#)

Presenter: Dr. Josie Milliken

- Proposed updates to the [Academic Integrity Code](#), including new references, a link to the academic integrity portal, and a Faculty Guide. Faculty feedback requested.

e. [Credit Hour SOP](#)

Presenter: Emily Halvorson-Otts

- Update on the Credit Hour SOP and new seat time calculator for scheduling.

f. [Email Signature Policy](#)

Presenter: Phil Burdick

- Discussion of a standardized email signature template remains optional following faculty feedback on academic freedom.

g. [Faculty Emeritus – Draft for Revisions](#), New [AP 5.15.01](#)

Presenters: Dr. Kelly O’Keefe, Kimlisa Duchicela

- New procedures: 15 years of service (provisional years count), nominations prior to retirement, and enhanced benefits, including unlimited tuition waivers. Nominations open through February 15th; Senate approval required before Provost, Chancellor/ELT, and Board review.

h. [AERC Updates](#)

Presenters: Dr. Aubrey Conover, Matej Boguszak

- Policy changes: earlier start for short-term disability, removal of protected service period for disabled employees, clarification of remote work outside the country, and policies for teaching abroad.
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#### **4. Announcements and Next Steps**

- Faculty Senators to submit Faculty Emeritus nominations by February 15th to Dr. Kelly O'Keefe, [kokeefe1@pima.edu](mailto:kokeefe1@pima.edu) or [pcc-facultysenateofficers@pima.edu](mailto:pcc-facultysenateofficers@pima.edu)
  - Faculty to provide feedback on Academic Integrity Code revisions
  - Faculty to submit comments on APs during the 21-day comment period
  - Volunteers needed for HLC Corrective Action Plan and Student Learning Assessment Committee workgroups
  - Phil Burdick and the workgroup to continue email signature policy discussions
  - The Provost team to continue work on first-year experience programming
  - College leadership is to develop contingency plans for adult education programs
  - Newly elected Faculty Senate officers to prepare for their roles beginning in January
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#### **5. Adjournment**

Meeting adjourned at 3:00 PM by Denise Reilly

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Minutes submitted by:

Dr. Kelly O'Keefe, Faculty Senate President-Elect, Interim Secretary, and Faculty Senator for Workforce Development and Lifelong Learning