



PimaCommunityCollege

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Pima Community College Faculty Senate Jan. 15, 2019

>> JOSIE MILLIKEN: We will start with agenda modifications and short announcements. Is there a request for an open forum or executive session?

All right. We'll move on to business. We will postpone the approval of December minutes until February, and we'll move on to policy review.

Jeff Silvyn, if you'd like to come up and present on BP 2.02.

>> MR. JEFF SILVYN: Where would you like me to go?

>> SPEAKER: There's a single mic here.

>> MR. JEFF SILVYN: Good afternoon, everybody. Hopefully that's the latest version. It's a little hard to read. So let me tell you

what -- so first, I guess I should apologize, there are a couple of people from HR who worked on this. One had a doctor's appointment and one is doing some other things connected to All Faculty Day and couldn't be here. I worked on it with them and discussed it, so I said, okay, I'll go and fill in.

What I thought I could do is let me just explain what a couple, the reason for a couple of the changes, and I'll see if you have questions to clarify anything or comments.

In the one section, third paragraph, there is some change in language. The idea was just to clarify. It wasn't to change how hiring information works, so the way the current board policy is structured, which would continue, is that when the college decides it needs to create a new type of position, so a position that has duties that don't currently exist, that that would go to the board for approval, along with an explanation for with why we are having that additional position and how it's going to be funded.

The attempt was just to clarify, because sometimes the language, sometimes there was confusion. Based on some of the comments there was still confusion, so we tried a couple of additional tweaks. Hopefully it's more clear now.

The second change had to do with what information goes to the

board. So currently, as an information item, information about all new hires goes to the board. So information about name, position, classification, responsibilities, educational background, prior appointment, et cetera, et cetera, that's a very -- it takes a lot of labor hours to compile all that information, and the idea was to limit what groups of employees have that information shared to the board as an information item. As proposed now, it would just be administration and faculty, not all staff. That will actually be an interesting conversation with the board to see how much they want. At the end of the day of the day the question is what information is helpful to the board so they feel they have the information they need to make informed decisions about the college.

The change here would be not all employee information would go to the board as an information item.

The final change is currently, acting and temporary assignments also go to the board as information items. That would no longer go to the board as information items, the idea being it's not particularly helpful for large-scale strategic decisions when it should be a short-term, temporary assignment.

So that's kind of quickly what the three, the purpose behind the three main purposes of changes to this board policy are.

>> JOSIE MILLIKEN: This is the version I was sent through e-mail. It may be outdated.

>> MR. JEFF SILVYN: There are different versions. So comments came back, and Matej shared some comments, as well. Based on all feedback, I had a conversation with HR, there were a couple of tweaks made to this.

So here's the -- the changes are, so if you go, I tried to download this onto a flash drive when I got here and I was having technical issues and didn't want to wait.

The changes are, so if you go to the first page, so it's slightly different than the version you have. So in that third paragraph, the first sentence would now say, the chancellor shall make recommendations to the board for authorization of a new job type within a classification to be filled at the college and for the allocation of budget amounts to fund a position within the new job classification.

That was to clarify we are not talking about the whole classification, specific position. And the second adjustment was made on the next major, first full paragraph, it now reads, as proposed, the names of individuals hired by the college for administrator and faculty positions shall be submitted to the board.

So those are the two changes made between the time you got it and within the last couple of days.

>> JOSIE MILLIKEN: Is that updated version posted to the public Pima page?

>> MR. JEFF SILVYN: The answer is I think it was, but I'm going to double-check when I get back to the office. Hopefully that explanation makes sense.

Any other questions or things I might be able to clarify or take back and get clarification?

>> JOSIE MILLIKEN: Matej, I don't want to put you on the spot, but we did cover a few changes that came as a result of correspondence that you and Jeff had had? So I don't know if you want to comment or ask any questions related to that?

>> MATEJ BOGUSZAK: I apologize for being late.

Several concerns -- I'm trying to remember. Temporary position, whether that would include someone acting and interim administrators. And it sounded like that would not be one of those categories, that those would not be considered temporary.

>> MR. JEFF SILVYN: No, it would be considered temporary.

>> MATEJ BOGUSZAK: Other than that, really focus on only administrative positions and faculty positions going to the board

since those are (indiscernible) and administrators are, they are good decision makers, so the board might want some more information there.

And was the primary reason just cost savings, pretty much, not to have as many people writing up those reports, copying salary and education information?

>> MR. JEFF SILVYN: So a combination of -- it was labor intensive to provide all that data, and then the second question is whether it was actually helpful to the board.

So what we don't know for sure, and it will be interesting at the upcoming board meeting, is what feedback we get on how much they want, what do they think is useful for feeling like they have the information that's relevant to them for their role with the college.

>> MATEJ BOGUSZAK: Was this board initiated? Did the board ask to have this information?

>> MR. JEFF SILVYN: So the question was was it board initiated? No, in this case. HR initiated primarily because of trying to figure out, raised the issue of the time versus their staffing level versus utility to the board.

>> TAL SUTTON: I looked up on the public comment page, and 2.02 is closed for comment and has the responses (indiscernible) dating back in early December. Likely those comments were done all based on

the old forms, so with these new forms, is it possible to send it through the comment period again?

>> MR. JEFF SILVYN: So that wasn't planned, because the new changes were made based on the comments. The question is, which I guess is kind of back to HR and others, as to whether they think it needs another round of comments. I guess that's open for discussion, but there wasn't a plan to do that, but that's certainly possible.

>> JOSIE MILLIKEN: That explains why we have the old version, then. We would not have seen the one that was available post-comments.

>> MR. JEFF SILVYN: Not entirely. So if the current version with the comments does not have these changes, so the change hasn't been made -- because what I asked happen is that the comments have added to it the new version so people could see that some of the comments were actually addressed through further revision. It just may be that that hasn't been posted yet, but it is supposed to be posted.

>> JOSIE MILLIKEN: I don't see any links to a new version.

>> MR. JEFF SILVYN: Right, so I'm not doubting you're saying that's supposed to happen, so I want to get back and find out what happened to make sure that does happen.

>> JOSIE MILLIKEN: Okay.

>> MATEJ BOGUSZAK: What I will say is that a number of these edits did kind of decrease or lay to rest some of my concerns. I'm still a little worried about the temporary administrator positions maybe not reported to the board, since I have seen a number of times in the past where someone was direct appointment in the interim, and then they have a kind of heads up they're kind of the shoe-in for the position later on.

Again, not that there is any mal intent necessarily, but that's just one significant change to still be aware of.

But I don't know if maybe other people have other concerns?

>> JOSIE MILLIKEN: It would be nice to study the revised version, and then have the opportunity to go through the process again based on some of the comments that you have made.

So if we could -- yeah, communicate that to the appropriate parties, to HR, that would be fantastic.

Any other questions or comments for Jeff?

Thank you.

>> MR. JEFF SILVYN: Sure.

>> JOSIE MILLIKEN: The next item is pharmacy benefits with Tim Cruz, and Tim is unable to attend today. He may come back in

February, but in the meantime, basically what he would like is for everyone to fill out the survey he created. He's working with the group to just ensure that our pharmacy benefits is, just to gather feedback and information and to assess whether we're going with the correct, the proper companies and contracts and all of that.

So please do fill out the survey. I think that PCCEA -- did they send it out, as well? Get to it?

We just want to make sure that all faculty have a chance to respond to that, expressed your experiences and thoughts and suggestions related to pharmacy benefits.

The next item is president's report. I don't have much to say except welcome back. Our next meeting is on February 1, Friday, 1:00 to 3:00 in the Amethyst Room.

We expressed appreciation for Tal this morning. We have a second half to that, and it just goes along with the first. I'd just like to take a moment again to thank Tal for all of the service that he devoted to Faculty Senate, president through last year and then of course all these years of service before that.

(Applause.)

>> TAL SUTTON: Thank you, Josie and thank you, everyone. First one was a big surprise. I felt very awkward, so I felt feeling very

awkward early in the morning.

Yeah, I mean, like I said, it's kind of grown on me. I like working on processes. I like the group I'm working with. I guess I feel like between the time that I started sitting in the back of Faculty Senate, making snarky notes, you can ask Ana about my note taking in the past, to now sort of being involved in the officers' group, I do feel like (indiscernible) and senate is continuing to improve. I enjoy working with you guys, and I think we are going to keep that trend going, definitely be a force to be reckoned with, and make sure that we really take over (indiscernible) quality at Pima.

>> JOSIE MILLIKEN: Thank you, Tal. We really do have a strong officer group, and I'm so thankful for that. I look forward to working with all of them in the future, and all of the good things that we're going to do. It's exciting.

Next item, website development committee. Basically this is a call for volunteers, and we all know that the website is being redesigned. So Lisa Brodsky is heading the web development committee is looking for volunteers. The time commitment is just once a month. It would be no more than spring semester. Meeting dates have not yet been determined.

Two faculty members are needed ideally with a good ear for

student needs, good communication skills and visually adept. I'm reading information that Lisa sent in an e-mail. The web team is purposely small but with key individuals representing admissions, financial aid, curriculum, IT, recruiting, marketing, Student Life, adult ed, and other key areas.

The monthly meetings with the web team will be to provide progress updates, get feedback, and discuss communications, needs, and opportunities.

Critical to this project as well is that because the new branding is so story-oriented, and "story" is in quotes, students, faculty, and staff, we will need to begin to collect those stories. The web team will be helpful in identifying the stories and images, et cetera, that will appear in the new format.

We have a basic architecture for the web already based on last year's web audit, recommendations from our consultants, Stamats, and recommendations from the first meeting of the web team in December. So the goal now is to determine how to develop that new architecture, and it sounds like this story theme component is the key aspect of that.

We need two volunteers, and they don't have to be senators. So is anyone in this room interested in being a member of this

committee? Okay. So if you could send me your names after the meeting, and then I'll send them on to Lisa, I think I saw at least four people, that would be great.

We have talked about this a lot, and so any influence we can have on that website, just ensuring that it's user friendly and all of that would be wonderful.

So the next -- Rosa?

>> ROSA MORALES: I would like to make the comment to potentially maybe for faculty, because a few years back, I participated on the committee to do the transfer from the old Pima to the new MyPima, and the meetings were at 8:00 in the morning at the District Office, and towards the end, I was the only faculty attending among administrators and IT. And I know it was very difficult to be going all the way to the District at 8:00 in the morning.

Given my experience in the past couple of semesters where the meetings tended to be during the time that we are teaching, and it's so essential that faculty participate, I encourage you to ask them to get two members but to have two extra ones in case those other ones are not able to attend.

>> JOSIE MILLIKEN: I think that's a really good suggestion. I think Lisa would probably be open to that.

Please do e-mail me after just to make sure that I don't miss anyone.

The second call for volunteers is for RFP call center. I will give you the details as best as I know of them. Jennifer Madrid, student affairs advisor, affairs supervisor for virtual student services sent this request on to me, and so apparently there is an RFP for a call center contracts. The contract with Blackboard is through June 30, 2019. So by July 1, that needs to be revisited, and a new contract issued, if necessary.

The meetings started yesterday, January 14, and the main time commitment is March, maybe April.

So for this one volunteer is needed to review vendor proposals with the team and be involved in the vendor presentations and ultimately the selection of a vendor.

I tried to get more information on what is meant by call center, whether this is the call center for, you know, registration or -- I was unable to get more information, unfortunately, but anyone interested in serving on that committee?

I'm going to put out a general call for volunteers later and see if I can get a little bit more information. And in the meantime, if something sparks and you decide in the middle of the night that yes

you do want to be part of this committee, please e-mail me and I can pass your name on.

All right. Next item on the agenda is learning centers update with Brooke Anderson.

>> BROOKE ANDERSON: Hello, everyone. So I wanted to update you on the meeting that we had last semester with the learning centers, and thank you to those of you who attended. I'd like to give those of you who attended a couple of minutes to make any comments that you might have, as well.

But a couple of things I wanted to share with everyone about that meeting and the outcomes of that meeting had to do with, you know, we talked largely about how we promote the service and ways that we can work together with the learning center staff and tutors, as well as the ways we can improve communication with them so that it isn't always sort of, you know, the tutor -- or the student in between, right, the two groups, faculty and tutors.

Of course really working on continuing to have a continuous improvement model with our learning centers and addressing that as sort of a culture.

One thing also is that faculty need to make sure they know, make sure you're sharing with your constituents, that there is a learning

centers e-mail that will go to all the learning centers and all of the supervisors that they can distribute information to their tutors. Learning-centers@pima.edu. I don't know that all faculty know that. So that's a good thing to know that that will send out communications to all of the learning centers on all the campuses.

Also, I don't know that everybody knows that tutors, like we do, have an All Tutor Day, and that happens every semester. We have the All Tutor Day before the semester started. That's also another way faculty can connect and attend and present and work with tutors.

Also just making sure that we are talking with our deans about the ways that we can support our centers, our tutors, and improve those connections.

As far as the reorganization goes, the meeting was not very much about the reorganizing of the learning centers. Proposals have been submitted, and there really hasn't been any sort of update yet on what leadership is going to do, what sorts of decisions they're going to make in terms of reorganizing.

So again, I encourage faculty to stay connected, stay involved, make sure you know your learning center staff and tutors, and there is still time to give input. No decisions have been made yet. So again, making sure you're talking with your deans and so forth is

really critical at this point.

So we make sure that any reorganizing benefits our students and doesn't hurt them in any way.

The other thing that came out of the meeting is it did sort of become the kickoff event for an advisory committee that is forming that will be meeting this semester on February 8 from 2:00 to 4:00. So the people that were at the meeting did have an opportunity to sign up to participate in that advisory committee, and if you are interested, reach out to me or to Geselle Coe or to that learning center e-mail if you would like to attend that meeting and be part of that continual conversation to improve the communication between faculty and our learning centers.

So for those of you who did attend that meeting, did anyone want to add any comments to share with senate?

Okay. Great. Thank you.

And then, let's see. The other little bit I will go ahead and move on to is just the TLC update, Mays was not able to make it today, so she's just asked me to make sure that all the senators let their constituents know to fill out that survey to give feedback on the TLC and then of course for the senators to make sure you fill out that survey, as well.

I believe she sent it out through an e-mail, right, that went out to everybody? Did everybody get that e-mail?

>> KATE SCHMIDT: (off microphone.)

>> BROOKE ANDERSON: Another update is, yes, that now that we have the coordinator in place for two faculty fellows are being hired, the mentor and faculty learning academy fellow, and then the adjunct fellow, and I think those applications are due next Tuesday, yes, by 5:00 p.m. So remember those opportunities are there.

So I think that was all that Mays wanted me to pass on about the teaching and learning center.

And then for board report, there is really no updates. I will send out a draft before one is due in February. I put all of the notes in my calendar, but what is it -- the next board meeting is February 13? No. I don't know. It's in February. Wednesday in February, so I'll get a report to you and make sure some sort of thing goes on. Send me your accomplishments, colleagues' accomplishments, and anything you'd like to include in the board meeting.

Thank you.

>> JOSIE MILLIKEN: Thank you, Brooke.

Next we have Tal with the Faculty Senate logo design competition

update.

>> TAL SUTTON: Hi. So we approved in December to go forward with designing a logo competition where there will be a prize for the student or whoever it ends up being for the top participants or top entries.

Anyway, I have been looking into the logistics of running this, and the few things that I found out is I mostly have the legalese worked out for what has to be put into any type of competition, brochure, announcement, or whatever. But then after briefly talking with art faculty, I quickly learned the dangers of stepping into an area that is not your area of expertise. (Laughter.)

Somewhere between 11 and 17 seconds I quickly knew that I was, I was made aware of 17 things I probably should have been considering, like, well, what is the purpose of it? Where are you -- are you going to use it as a watermark? A lot of information was put forward that I will need to process, and I may have to come back to you guys. So the competition -- it might be run in the fall, and this would be the time where we develop and get what it is we really want honed in and get a call for those entries developed at the end of this semester and then at the beginning of next semester to put forward the competition.

The other piece of information that I found out in terms of developing a prize pool is we will work with the provost's office about whatever they can offer, but I think also we can sort of solicit open donations that can be put into a prize pool, and the way that that was -- the way to do that that was described to me by legal was to, if you say I'm willing to put in \$50 towards the prize pool, then what I would do is donate that to the Pima Foundation saying what I want this money to be used for and just for sort of tax purposes and various yada, yada, yada things.

Maybe also this semester we can put out a call for pledges of what people would be willing to pledge so we can design a prize structure for the end of this semester. The goal for the end of the semester is to have the announcement, well defined what is it we are looking forward. I have learned that. And also sort of have the prize structure in place that we are ready to go right at the start of fall to give all of fall to develop their entries.

That's where I'm at.

>> JOSIE MILLIKEN: Any questions? Yes? Carol?

>> CAROL CHRISTOFFERSON: This may be better for next fall, but can the Pima logo, the star thingy, be incorporated into this logo design for Faculty Senate?

>> TAL SUTTON: I think anything that's trademarked by Pima I'm sure we just need to talk to them and say, yes, we can have that incorporated into the logo if that's something we want. If that's something that we want to mandate, we can have that in the call for when we develop the actual announcement. We can say, incorporate this into your logo design or something like that, or take a unique interpretation of this logo for Faculty Senate. We have that flexibility if that's the direction that we would like to go, or if we want to have more free reign. This might be a conversation to bring up closer to the time we are developing the final announcement.

Other questions?

>> JOSIE MILLIKEN: All right. Moving along, next item is provost's report. I think I just saw the provost come in. So perfect timing.

>> DR. DOLORES DURAN-CERDA: Welcome back, everyone. Sorry I was late. We had to go to the governor's State of the State address. But I made it back just in time.

Hi, everybody. I wanted to take this time and opportunity to welcome you back. Of course I'm very happy to see all of you again. I also wanted to present something very special to Tal Sutton, Faculty Senate president. We have this very nice plaque that has

your name. It says, in grateful appreciation for your dedicated service to Faculty Senate. Thank you for supporting Pima Community College's mission, vision, and student success.

(Applause.)

>> DR. DOLORES DURAN-CERDA: You're receiving many accolades today. Well deserved.

One final thing before I let you guys go. The board approved faculty emeritus for Rosalia Solorzano, and she will be honored at the February board meeting. I just wanted to let you know about that.

Thank you.

>> JOSIE MILLIKEN: Thank you. The last item we have is the PCCEA report with Matej Boguszak.

>> MATEJ BOGUSZAK: Hello, everybody. I gave a little report this morning. I'm not sure I have anything else -- I sent out an e-mail with a few updates, so you're welcome to check that and see about some of the more recent issues.

As always, PCCEA is here for you. Please reach out if you're experiencing any issues or need any help with policy disagreements or anything like that.

Again, the most important or most consequential project that we

will be working on is the policy rewrite of all the different, five, I think it is, personnel policy statements, there is an attempt to merge them all into an electronic format. I think there is lots of potential for upsides there. I think we can streamline some of those things and make it way more user friendly than it is now.

At the same time, there has been some, how you say, fits and starts? Is that the right expression? Like we started and then we realized this is a lot and this is going to take a while to organize all that feedback and just even schedule everybody. And then the HLC came, so we made no progress with administration, canceled meetings in December, and so we are about to restart again.

We still have to figure out how to, because this is so many policies, how to sort of streamline or have an effective feedback process where we can actually provide some input or suggestions on the language or point out what is really missing. For that to be taken in and for the other employee groups to be able to do the same thing and then for the administrators, poor Ted and Aubrey I think are the main people working on it, to be able to take that in and somehow edit that and make some decisions around that.

So we will have our hands busy. I do expect there could be some hiccups, so please keep your eyes and ears open. I think it will be

likely that PCCEA will need to get some input from the faculty at large on some of these issues, because I really am not comfortable just sort of signing off on behalf of PCCEA for all of the faculty some really major changes in policies.

I know there are a lot of surveys and e-mails, but please keep an eye out, this is very, very -- I mean, potentially these could be some very, very big issues and we should all be aware of and understand the consequences of.

So again, we completely agree this should be done for the students, the students should be at the center of everything, but sometimes we really do need to think through these things in order for such a large college to function well.

Let's see. The other major development I mentioned in my e-mail was the syllabus deadline, so there has been discussions to move that up. I think some of us, it's hard to disagree that we should probably have some kind of quality review process. It's hard to argue that it's not in the students' best interests, but at the same time, let's try to strike a good balance here.

So the recommendation that is coming out is to possibly move that out to the first day of accountability. I know that's a big change from our previous practices. I think technically that would give

faculty some time, we are responsible to manage our own workload, so if people want to work a little over break on the syllabi, but technically you could come in on that first day, put your syllabi together, some take a little more work than others, at least send a draft to your supervisor, and then you could still send some revisions later depending on the feedback you get.

I think we have to keep in mind that our department heads, which are our faculty colleagues now, also have to do a lot of this work so it needs to be clarified what the expectations are for them and what kinds of timelines they have to adhere to.

But I think we also have to keep their working conditions in mind, as well. Them, the students, and everybody else. I think this would be a reasonable compromise.

I will probably send out more information on the exact language or perhaps even ask for some kind of vote of support up or down since it's such a central issue.

I think that's what I have. Happy to take any questions.

>> SPEAKER: Nancy H. I don't have a problem with turning syllabi in early. I do have a problem when the syllabi are not being looked at. And you get them back and you find your own errors later and they have been approved.

Is there accountability for the people who are supposed to be doing that job?

>> MATEJ BOGUSZAK: Yeah, I think that's a great -- yeah, I think that's a great point. So again, those review, quality review criteria, what is expected of the people collecting the syllabi, that should be somehow clarified. It's also not reasonable for them to read every single thing, line by line, look for every single typo for their 40, 50 faculty if you just have a couple of days before classes start to do that, right?

So I think it warrants a larger discussion. Perhaps there needs to be some cycle or spot check or you become aware of the faculty that have a little trouble getting the syllabus in in the form it should be in so you kind of focus, work with them a little more. But I think the major expectation is that everybody (indiscernible) syllabus on day one, but I don't think the administrators on the resolution team also agree that it would be reasonable to require a syllabus at the end of the previous semester, right, when we're still trying to serve our students and reflect on what went well, what changes you want to make and so on.

So I think that's where that first day would make sense. That would give almost every semester week to the department heads or the

reviewers to give you some kind of feedback and, yeah, I would hope that everybody actually does what they're supposed to.

Thank you, everybody.

>> JOSIE MILLIKEN: Thank you. That was our last agenda item.

The only other remark I want to say is a big thank you to Mike Rom for his continued and consistent, fantastic technical support in recording these sessions.

(Applause.)

>> JOSIE MILLIKEN: I'm learning a lot of things taking over this role, and one of them is that I should organize the recording of the sessions, and that didn't spark in my head until yesterday, so Mike wasn't planning to come today to record, but he, at the last minute, was willing and just agreed and just so thankful for it. Really appreciate it.

(Applause.)

>> JOSIE MILLIKEN: Other than that, I hope you have a wonderful semester. Does anyone -- everyone is busy and has things to do.

>> ROSA MORALES: I just want to mention that there were two thank you cards for Ana that were passed around. Matej has them. We would like to thank Ana for all the work she has been doing. This is a token of our appreciation.

Matej? You want to give to her? Thank you very much.

(Applause.)

>> JOSIE MILLIKEN: Thank you very much, Ana.

>> SPEAKER: Motion to --

>> JOSIE MILLIKEN: Stay a little longer? Make Tal feel more awkward?

I believe Rita has issued a motion, placed a motion on the table to adjourn, if I'm understanding, translating correctly.

>> SPEAKER: I second that one.

>> JOSIE MILLIKEN: Okay. There we have it. This concludes our meeting, and I will see everyone February 1 at 1:00 in the Amethyst Room.

(Adjournment.)

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