Pima County Community College District
Minutes of the Regular Meeting of
April 14, 2004

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, April 14, 2004 at 7:00 p.m., in the Community/Board Room, District Office, 4905 E. Broadway, Tucson, AZ 85709-1010.

BOARD MEMBERS
Present:
Brenda Even, Chairperson
Sherryn Marshall, Secretary
Marty Cortez, Member
Scott Stewart, Member

BOARD REPRESENTATIVES
Present:
Diane Lussier, Faculty
Erich Saphir, Faculty
Barbara Byrnes, Staff
Clare Strom, Staff
Jose Carlos Rodriguez, Student
Lupita Salcido, Student

RECORDING SECRETARY
Joanne Wilhelmsen

ADMINISTRATION
Roy Flores, Chancellor
Louis Albert, Campus President, West Campus
Toppy Burke, Senior Assistant to the Chancellor
Ann Christensen, Acting Division Dean, West Campus
Vicki Cook, Division Dean, Downtown Campus
Sarah Dempsey, Dean of Instruction, Community Campus
Richard Durán, Vice Chancellor, Academic Affairs and Student Development
Terry Forster, Division Dean, Downtown Campus
Shelley Fortin, Dean of Student Development, Desert Vista Campus
Charlotte Fugett, Executive Vice Chancellor, Human Resources and Institutional Effectiveness
John Gabusi, Vice Chancellor, Enrollment Services and External Relations
Greg Hart, Dean of PCAE, Community Campus
Cheryl House, Executive Director, PCC Foundation
Jana Kooi, Campus President, Community Campus
Sylvia Lee, Dean of Student Development, Northwest Campus
Cecilia Lou, Dean of Student Development, Downtown Campus
John Madden, Dean of Instruction, Desert Vista Campus
John Merren, Division Dean, Downtown Campus
Harry Muir, Dean of Instruction, Downtown Campus
Miguel Palacios, Campus President, Desert Vista Campus
Jack Redavid, Assistant Vice Chancellor, Human Resources
Mary Retterer, Campus President, East Campus
Rosemarie Schulz, Dean of Instruction, Northwest Campus
Paul Smith, Assistant Vice Chancellor, Administrative Services and Facilities
Nancee Sorenson, Dean of Student Development, West Campus
Ann Strine, Vice Chancellor, Information Technology
Janice Stroh, Vice Chancellor, Finance and Administrative Services
Noelia Vela, Campus President, Downtown Campus
Anne Vosberg, Division Dean, Downtown Campus
Angela Zerdavis, Campus President, Northwest Campus
Others Present:

Lynne Wakefield, Director of Legal Resources and Policy

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GENERAL MATTERS
Call to Order
Brenda Even called the meeting to order at 7:10 p.m.

Pledge of Allegiance

Sherryn Marshall led the Pledge of Allegiance.

Public Comment and Reports
Public Comment
Scott Collins, chief spokesperson for PCCEA, addressed the Board regarding the Meet & Confer process. He said the meetings have been positive and productive, with each of the teams working to understand the concerns of the other and meet the needs of the College. PCCEA is pleased the Board is considering reinstating some or all of the 17 faculty positions and increasing the adjunct faculty rate, but they are disappointed that their Active Retirement Proposal has not received wider support. PCCEA's highest priority is compensation, and they will be presenting a salary proposal to the Chancellor.

Staff Representatives
Clare Strom reported on the April 2 Staff Council meeting. Two new Community Campus members to Staff Council were introduced. Staff Council received an update on Meet & Confer, the open enrollment benefits period and the adjunct faculty fair scheduled for April 21. A draft of the College Plan was presented.

Student Representatives

Lupita Salcido and Jose Carlos Rodriquez gave the Student Reports.

Activities were held at each of the campuses focusing on Women's History Month, Sexual Assault and Violence Prevention Month, Earth Day, and Pan Asian Month. Blood drives were held at the East and West campuses and Student Government elections will be held at the Northwest and East campuses.

At the Desert Vista Campus, the Rainbow Alliance sponsored a variety of events relating to gay, lesbian, bisexual and transgender issues. Congressman Raul Grijalva and Tucson City Council members held a forum on current political issues including diversity, equality and civil rights. The East Campus hosted a 5th grade visitation.

The West Campus hosted the 15th Annual LULAC Youth Leadership Conference in March. West Campus students are now associated with Students in Free Enterprise, an internationally-recognized organization whose goal is to connect service learning and civil engagements.

Faculty Representatives

Erich Saphir reported on the April 2 Faculty Senate meeting. The Senate modified its charter regarding officers and absentee senators. Richard Durán gave an update on program review and BP 3108, the policy on grading. An interim SPG will be in place that will allow faculty to submit "Y" grades online, which will automatically generate letters to students. According to Vice Chancellor Fugett, a new SPG will be written addressing releasing attendance information on students. Faculty Senate requested that all SPGs dealing with educational matters be forwarded to the Senate for review and input. Vice Chancellor Stroh reported that an ADA audit had uncovered some access problems, and all of them were being addressed.

Report -- Chairperson of the Board

Motion to Authorize
Executive Session
PASSES Motion No. 6517

Vote: All Board members present voted "aye" by voice vote. None were opposed. Motion carried.
Report -- Secretary of the Board

Secretary Sherryn Marshall reminded the Board and audience that April 28 is Workers' Memorial Day, in recognition of those who have been disabled or injured on the job. A memorial honoring those people has been placed in Wesley Bolin Park in Phoenix.

Report -- Pima County Representative to the Arizona Association for District Governing Boards (AADGB)

Board member Stewart said there were two issues before the State Legislature that were of concern to the college: community colleges piloting baccalaureate degrees, and not knowing what our state funding will be for the next year. Mr. Stewart noted that the proposed bill regarding baccalaureates had failed to pass out of House Appropriations Committee. In regard to the budget, Mr. Stewart was optimistic that community colleges might fare better than last year.

Board member Cortez commented on how well the College is received in the community. Community breakfasts hosted by the College have been well attended and have generated good dialogue, suggestions and questions. She noted that as she attends various events and meetings in the community, she is reminded how important a role Pima plays in the lives of Tucsonans.

Chancellor's Report

Chancellor Flores described the Wheels for Education Program, which is a new program that provides reliable transportation to single parent students. Six cars were donated to the College, checked out through the automotive program to assure they are in top mechanical condition and awarded to single parents who had met established criteria. Board members presented car keys to six students: Anna Solis, Wendy Pena, Maria Mendoza, Carol Evans, Mona Serrone and Victoria Bishop.

Each year the PCC Foundation coordinates an awards program to recognize outstanding faculty, staff and administrators. Employees are nominated by their peers, and awardees are chosen after a selection committee has reviewed the nominations. Foundation Director Cheryl House introduced this year's outstanding employees: Kelly Brumbaugh, Jeffrey Neubauer, Michael Stack, Hue Blair, Tim Joseph, Hope McKiernan and Sylvia Lee were selected by the Foundation to receive a plaque and a check.

Chancellor Flores introduced Eric Giffin, President of the Sunnyside Unified School District Governing Board; Alice Catallini, Vice President of the Catalina Foothills School District Governing Board; and Joel Ireland, President of the Tucson Unified School District Governing Board. They spoke to the Board about the challenges they see facing Tucson's education community and areas in which Pima can work with the K-12 districts to help students succeed. Two important areas that need to improve are curriculum alignment and increasing concurrent enrollment programs. Chancellor Flores said the College would follow up with the districts on these suggestions.
Chairperson Even introduced the Pima students who were selected to be on the 2004 All-Arizona Academic Team. The Board recognized First Team members Jenifer Adams, Jill Heskett, Robert Siegel; Second Team members Stephanie Emmering, LaShadria Malcolm, Diana Silva and Sherrie Stewart; and Patricia Diaz, Davita Mueller, Timothy Runestad and Melanie Warner, Third Team.

Chancellor Flores congratulated everyone connected with organizing the annual Foundation dinner. He also recognized the staff who worked out the details of the Raytheon Scholars Program. Raytheon President Louise Francesconi was honored at the Foundation dinner.

Dr. Flores made several announcements regarding the dates of Graduation and the adjunct faculty recruitment fair. He also announced that he was forming an Awards Recognition Study Committee to make a recommendation to the Board regarding awards and recognition for faculty, staff and students.

Report -- Monthly Financial Statements and Current Fiscal Update

Vice Chancellor Janice Stroh presented the financial statements for the eight-month period from July 1, 2003 through February 29, 2004. She reviewed the statements and explained the reasons for differences in net assets and revenues between this year and last year. Total general fund commitments through February are comparable with the same period last year.

Information Items Voluntary Separations from Employment
These separations were noted.

Proposed Board Policy: Athletic Mission and Principles - Second Reading

The Athletic Mission and Principles Policy was presented for the second reading.

Action Items Approval of Minutes

Motion to Approve
Minutes
PASSES Motion No. 6518
Marty Cortez - M, Scott Stewart - S, to approve the minutes of the Regular Meeting of March 10, 2004.

Vote: All Board members present voted "aye" by voice vote. None were opposed. Motion carried.
Consent Agenda

Motion to Approve
Consent Agenda
PASSES
Motion No. 6519
Scott Stewart - M, Marty Cortez - S, to approve the Consent Agenda.

Item Title
15.1 New Appointments
15.2 New Appointments - Executive Administrators
15.3 Conversions
15.4 Temporary Appointments
15.5 Student Aide Hires - Spring 2004
15.6 Contract: Arizona Board of Regents on Behalf of the University of Arizona, Pre-Apprenticeship Training Program Agreement
15.7 Contract: Arizona Board of Regents on Behalf of the University of Arizona, Project Reach Intergovernmental Agreement
15.8 Contracts: Health-Related Professions - Clinical Placement Agreements
15.9 Contract: Gila County/Gila County Community College District, Citizens' Academy Education Program Intergovernmental Agreement
15.10 Contract: Arizona Department of Economic Security, Occupational Training Referral Program Intergovernmental Agreement
15.11 Contract: United States Air Force, Davis-Monthan Air Force Base, College-Level Examination Program Testing Services Agreement
15.12 Contract: Educational Testing Service, College-Level Examination Program Management and Administration Agreement
15.13 Gift Awards

Vote: All Board members present voted "aye" by voice vote. None were opposed. Motion carried.

Curriculum Recommendations: New Programs

Four new programs were recommended for approval.

Motion to Approve
Curriculum Recommendations:
New Programs
PASSES Motion No. 6520
Scott Stewart - M, Marty Cortez - S, to approve the Certificate - Business Leadership; Associate of Applied Science - Environmental Technology; Certificate - Environmental Technology

Vote: All Board members present voted "aye" by voice vote. None were opposed. Motion carried.

Proposed Board Policy: Signature Authority for Leases - Final Reading

The proposed Signature Authority for Leases policy was presented for the Final Reading.

Motion to Approve
Signature Authority for
Leases Policy
PASSES Motion No. 6521
Marty Cortez - M, Scott Stewart - S, to approve the final reading of the Signature Authority for Leases policy.

Vote: All Board members present voted "aye" by voice vote. None were opposed. Motion carried.

Proposed Board Policy: Signature Authority for Contracts - Final Reading

The proposed Signature Authority for Contracts policy was presented for the Final Reading.

Motion to Approve
Signature Authority for
Contracts Policy
PASSES Motion No. 6522
Scott Stewart - M, Marty Cortez - S, to approve the final reading of the Signature Authority for Contracts policy

Vote: All Board members present voted "aye" by voice vote. None were opposed. Motion carried.

Revenue Parameters, Fiscal Year 2004/2005

Chancellor Flores outlined the budget parameters for the next fiscal year.

The assumptions the administration are proposing to develop the 2004/05 budget include a 2% tax increase on existing property as well as new property; keeping the tuition at $42 per credit hour, authorizing a Student Services Fee of $2.50 per credit hour, and eliminating the tier
between 13 and 18 credit hours. The state appropriation is still uncertain, however the College is anticipating 75% funding of enrollment growth.

These assumptions would generate revenue of $6.8 million: $3.3, property tax; $2.4, tuition and student fee; and $1.1, state appropriation.

Chancellor Flores also presented the expenditure priorities, which include health care benefits, life insurance, and health subsidies already approved by the Board. Other priorities include increasing adjunct faculty salaries, restoring professional development funds and reinstating faculty positions, increasing the supply budget and department chair stipends and providing for the planning initiatives. The administration proposed a 4.5% across-the-board salary increase for full-time employees. Dr. Flores reminded the Board that the amount of the salary increase and the allocation for the planning initiatives was subject to the state appropriation.

Chairperson Even told Chancellor Flores the Board was in favor of the 4.5% across-the-board salary increase as opposed to offering steps saying an across-the-board increase would benefit most people and keep the salary schedules competitive.

Mr. Stewart was supportive of the concept of the Student Services Fee, which would remove the funding of programs like athletics from the tax paid portion of the general fund.

Motion to Approve
Revenue Parameters,
Fiscal Year 2004/2005
PASSES Motion No. 6523
Scott Stewart - M, Marty Cortez - S, to approve the budget parameters and authorize proceeding with development of the FY 2004/2005 budget.

Vote: All Board members present voted "aye" by voice vote. None were opposed. Motion carried.

Tuition and Fees, Fiscal Year 2004/2005

Motion to Approve
Tuition and Fees,
Fiscal Year 2004/2005
PASSES Motion No. 6524
Scott Stewart - M, Marty Cortez - S, to approve a new Student Services Fee for Fiscal Year 2004/2005 of $2.50 per credit hour and tuition at $42 per credit hour.

Vote: All Board members present voted "aye" by voice vote. None were opposed. Motion carried.
ADJOURNMENT

The meeting adjourned at 9:30 p.m.