A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, August 11, 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, Chair
- Sherryn Marshall, Secretary
- Marty Cortez, Member
- Scott Stewart, Member

**BOARD REPRESENTATIVES**
Present:

- Clare Strom, Staff
- Erich Saphir, Faculty
- Ryan Isaac, Student

**RECORDING SECRETARY**

- Joanne Wilhelmsen

**ADMINISTRATION**

- Roy Flores, Chancellor
- Lou Albert, President, West Campus
- Johnson Bia, Acting President Downtown Campus
- Toppy Burke Senior Assistant to the Chancellor
- Vicki Cook, Acting Dean of Instruction, West Campus
- Sarah Dempsey, Assistant Vice Chancellor for Academic Services
- Mark McCabe, Acting Dean of Student Development, Northwest Campus
- Anne-Marie McCartan, President, Northwest Campus
- Leticia Menchaca, Acting Dean of Student Development, Desert Vista Campus
- Suzanne Miles, Provost and Executive Vice Chancellor for Academic Services
- Lorraine Morales,
• Richard Durán, President, Desert Vista Campus
• Shelley Fortin, Assistant Vice Chancellor, Student Development
• Charlotte Fugett, Executive Vice Chancellor for Human Resources & Institutional Effectiveness
• John Gabusi, Vice Chancellor, Government & External Relations
• Donna Gifford, Acting Division Dean, Downtown Campus
• Shirley Jennings, Dean of Student Development, East Campus
• Jana Kooi, Campus President, Community Campus
• Sylvia Lee, Dean of Instruction, East Campus
• Cecilia Lou, Dean of Student Development, Downtown Campus
• John Madden, Dean of Instruction, Desert Vista Campus
• Acting Dean of Student Development, Community Campus
• Raul Ramirez, Campus President, East Campus
• Nancy Russell, Acting Dean of Workforce & Business Development
• Paul Smith, Assistant Vice Chancellor for Administrative Services and Facilities
• Nancee Sorenson, Dean of Student Development, West Campus
• Ann Strine, Vice Chancellor for Information Technology
• Janice Stroh, Vice Chancellor for Finance and Administrative Services
• Lynne Wakefield, Assistant Vice Chancellor for Marketing

GENERAL MATTERS

Call to Order

Brenda Even called the meeting to order at 7:15 p.m.

Pledge of Allegiance

Sherryn Marshall led the Pledge of Allegiance.
Tara Werner, East Campus Student Government President, informed the Board of student activities planned for August and September at the East Campus. She noted that a retreat for Student Government members from all the campuses is scheduled for September 17 and 18.

Scott Collins addressed the Board regarding the process and timeline for developing criteria on which to base step advancement. PCCEA proposed that the Board authorize a one-month Meet & Confer session to address the single issue of step criteria. Chairperson Even asked that Mr. Collins provide the Board with a written statement outlining PCCEA's request for the Board's consideration.

**Staff Representatives**

Clare Strom reported on the August 5 Staff Council meeting. The two community services projects sponsored by the Staff Council were very successful. Staff Council will conduct a roundtable discussion at All College Day. Leslie Weng was elected as chairperson for the upcoming Council elections.

**Student Representatives**

Ryan Isaac reported on upcoming student activities for
the Northwest and Desert Vista campuses. Students at the Northwest Campus will celebrate Latino Heritage Month during the month of September with various activities, and a rush event to recruit new members to various clubs will be held on September 20.

A Leadership Workshop Series that will address a variety of leadership related topics has been designed for students at the Desert Vista Campus. The Campus sponsored "A Day at College" for members of The Boys and Girls Clubs.

**Faculty Representatives**

There was no faculty report. Faculty Senate will have the first meeting of the new academic year on August 16.

**Report -- Chairperson of the Board**

Dr. Even introduced and congratulated Dr. Johnson Bia, on his appointment as acting president of the Downtown Campus.

**Motion to Authorize Executive Session**

*PASSES*

Marty Cortez - M, Scott Stewart - S, to authorize an Executive Session of the Board of Governors on September 8, 2004.

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

**Report -- Secretary of the Board**

There was no report.

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

Mr. Stewart noted that ACCA is discussing the many proposals regarding the restructuring of the state's university system. The most recent proposal is to have a statewide, unelected board oversee the universities and colleges.

**Chancellor's Report**

Dr. Flores introduced Dr. Richard Durán, who led a presentation on Child Care centers at the campuses. Teddi Schnurr, program coordinator for the childcare centers, and Gina Sargent, PCC Nursing Graduate, addressed the Board. Licensed childcare centers operate at the Desert Vista, Downtown and West campuses. Centers at the East and Northwest campuses are offered in partnership with the City of Tucson and the YMCA respectively. The centers have a total annual budget of $427,000. Revenue is from tuition, Department of Education grant, and the Pima College General fund. The
centers are also reimbursed through the Federal Food Program. Students get preference for their children's enrollment. While a student at Pima, Gina Sargent's children attended two of the centers and she talked about how the centers benefited her.

Chancellor Flores and Board members presented student representative Ryan Isaac with a certificate representing a scholarship he has received from the Coca-Cola Foundation.

Community Campus President Jana Kooi was recognized and congratulated as one of Inside Tucson Business's Women of Influence.

Chancellor Flores gave updates on two issues of concern to the Board. Clarus Corp. was contracted by the college to examine how a student is handled when contacting the college for information. After their initial "test" of the college by phone and the Web, Clarus reported that customer service needed to be improved. A telephone committee was established, telephone protocol developed and employees trained on proper protocol. Chancellor Flores informed the Board that Clarus Corp. had "reshopped" the college and reported improvement in many areas.

Another area where significant
improvement has been made is in evaluating transcripts. With the help of temporary evaluators working over the summer, the backlog of 579 transcripts as well as new requests received during the summer, have all been evaluated.

**Report -- Monthly Financial Statements and Current Fiscal Update**

Vice Chancellor Janice Stroh presented the financial statements for the twelve-month period from July 1, 2003 through June 30, 2004. Ms. Stroh explained this is a preliminary report of the last fiscal year. The numbers are unadjusted and will be changed as the year-end analysis is completed. Ms. Stroh also noted that the annual audit conducted by the Auditor General's office will begin mid-August.

**Information Items**

**Voluntary Separations from Employment**

These separations were noted.

**Action Items**

**Approval of Minutes**

The Board was presented with a revised set of minutes, which corrected the duplicate page that was published in the packet.

**Motion to Approve Minutes**

**Motion No. 6552**

Scott Stewart - M, Marty Cortez - S, to approve the corrected minutes of the Regular Meeting of July 14,
Vote: All Board members present voted "aye" by voice vote. None were opposed. Motion carried.

Consent Agenda

Item 14.2, Temporary Appointments, and Item 14.8, Inter-Institutional Agreement of Cooperation: Universidad TecMilenio, Partnership Program, were pulled from the Consent Agenda.

Item 14.2 was pulled at the request of Dr. Even for a separate vote. Chancellor Flores explained that Item 14.8 was an information item that did not require action at this time.

Motion to Approve Consent Agenda

Motion No. 6553


<table>
<thead>
<tr>
<th>Item</th>
<th>Title</th>
</tr>
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<tbody>
<tr>
<td>14.1</td>
<td>New Appointments</td>
</tr>
<tr>
<td>14.3</td>
<td>Student Aide Hires</td>
</tr>
<tr>
<td>14.4</td>
<td>Grant Award and Intergovernmental Agreements: U.S. Department of Education, Talent Search Program</td>
</tr>
<tr>
<td>14.5</td>
<td>Grant Proposal and Subrecipient Agreements: Department of Housing and Urban</td>
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</tbody>
</table>
14.6 Grant Proposal: U.S. Environmental Protection Agency, Wastewater Security Program

14.7 Grant Proposal: United States Environmental Protection Agency, Wastewater Operator Training & Outreach Program, Grant Award

14.9 Contract: Network Equipment Replacement


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

**Temporary Appointments**

Brenda Even requested that this item be pulled from the Consent Agenda for a separate vote because of a possible conflict of interest.

**Motion No. 6554**

Motion to Approve Temporary Appointments

PASSES

Scott Stewart - M, Marty Cortez - S, to approve the
Temporary Appointments.

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

**Proposed Board Policy:**
**Workplace Violence Prevention - Final Reading**

This proposed policy on Workplace Violence Prevention captures the Board's direction to put in place practice and procedures to make the college safe for students and employees. As a supplement to the proposed policy, Chancellor Flores referred the Board to a draft of a Standard Practice Guide that will implement the proposed policy. The SPG defines workplace violence and defines responsibilities of individuals to report instances of workplace violence.

**Motion to Approve Workplace Violence Prevention Board Policy**

*Motion No. 6555*


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

**Adjournment**

The meeting adjourned at 8:40 p.m.