All College Council  
May 11, 2015

Minutes

In Attendance: Carlo Buscemi, Kimlisa Duchicela (substituting for Joe Labuda), Don Harp, Mays Imad, Johanna Jimenez, Lorraine Morales (Chair pro tem), Alec Moreno, Paul Schwalbach, Jeff Silvyn, Brian Stewart, Deborah Yoklic, Mykle Zoback

Not In Attendance: Manny Amado, Esdras Cabezola, Joe Labuda, Lee Lambert

1. **Agenda Modifications**  Discussion of participation of substitutes

2. **Approval of Minutes of 4/13/15.**  The minutes were approved.

3. **Campus Staffing Hours,** Aubrey Conover
   Aubrey Conover, VPSD at WC, presented the recommendations made by the VPSDs to the campus presidents to reduce hours in the Student Services Centers. The Student Services Center staff initiated the study; the data show that very few students come between 6pm and 7pm; each center has to have at least three staff members. Therefore, the recommendation is for Student Services Centers to close at 6 pm. Additionally, Saturday usage at the East Campus is very low; the VPSDs are recommending to no longer offer Saturday hours at EC, but to continue to have the Downtown Campus open on Saturday. The exception to these recommendations is during peak period, which has been the three weeks just before and the week immediately following the start of each semester. These closures will increase the College’s ability to better serve students through more effective utilization of staff.

   Mays noted that there does appear to be utilization at the Downtown campus. Aubrey acknowledged that usage at DC is greater than at other campuses but is not more than 3 or 4 per evening. There could perhaps be a rotation of district staff at DC similar to that done for Saturday coverage.

   Aubrey added that there has not been a decision about the hours for instructional testing at the East Campus. If the testing center is open for instructional testing it would have to be open for assessment testing as well. He also noted there is a commitment to work with students who show up at a Student Services Center shortly before closing.

   Carlo suggested that students deserve more time rather than less and losing even one student who comes in from 6-7 is not satisfactory. Aubrey submitted that we probably also lose students due to long daytime wait times, which having additional staff available should help alleviate.

   Lorraine noted that Kimlisa appeared to wish to speak and invited her to do so. Kimlisa remarked that these recommendations need to go to Faculty Senate as well as Staff
Council. She asked what the data show for usage at the Testing Centers. Online students who need to come in to take proctored tests, particularly in math, probably come in after work. The College needs to accommodate working students. Aubrey did not have data about Testing Center usage.

Lorraine said she is committing to have online Chat available. This will be more robust that our current online Chat. Brian suggested we need to really promote online advising. Mykle noted that a serious limitation of Chat is that you cannot give out individual information.

Aubrey agreed to return to All College Council and to provide information electronically to the ACC members.

4. Participation of substitutes in ACC
Kimlisa Duchicela attended this meeting to substitute for Joe Labuda. Lorraine initiated a discussion about participation of substitutes, as this is the first occurrence of a substitute. SPG 1401/AA specifies that guests will not participate in discussion nor offer opinions unless specifically asked by the Council chair, but does not speak to substitutes. As information, it was noted that Faculty Senate requires proxies to be members, but Staff Council proxies do not have to be members.

Brian noted that reassigning a voting position is unusual and is problematical without policy. Mykle, Carlo, and Don indicated they were ok with Kimlisa participating. Alec suggested she could participate but not vote. Mays said that the ACC needs to be cognizant of setting a precedent.

The group agreed that Kimlisa participate but not vote, and that this decision is for this meeting only. The matter of substitutes, including whether they can vote, should be fleshed out in the SPG. This will be placed on a future agenda.

5. Strategic Plan for Internationalization
Ricardo Castro-Salazar
Ricardo presented the Strategic Plan for Internationalization, with the vision of Global Education without Limits. He noted that he has been collaborating with Workforce Development, that the language institute has a different structure from our current ESL program and that the University of Arizona views us as a complement rather than a competitor. There was no discussion.

6. Recommendations from Departmental Webpages Task Force
Rachelle Howell
On the recommendation of All College Council and at the request of the Chancellor, Rachelle led a group of eight employees concerning departmental web pages. In their work, they asked if there was a business and student case to be made for departmental webpages and, if so, what does it look like? They also kept in mind the Chancellor’s statement to be careful about creating or promoting systems that continue to fragment the College. The Task Force struggled to define “department” and ultimately agreed to table that discussion until after the completion of the Department Chair Task Force.
The Departmental Webpages Task Force did identify a number of improvements and these will be implemented.

Lorraine asked whether department could be defined as subject area rather than campus-based. Rachelle asked who would be in charge of the webpage. And who referees if there is not agreement? Some disciplines are more alike across the campuses than others. Lorraine asked if we could start with those disciplines that are consistent. Rachelle suggested that we need to develop criteria for the area so there is consistency and develop criteria for who is the owner both of content and maintenance. Brian suggested perhaps starting with occupational areas as they tend to be single-site programs.

7. **ACC Outreach**, Lorraine Morales
   We need to take information about ACC out to the campuses, perhaps have fori. Lorraine was not able to complete this and plans to do so early in the Fall semester. The plan is to do a survey, similar to the one done this year, at the end of the Fall semester.

   Other suggestions included providing an orientation to ACC for students.

8. **A.P. 2.15.01**, Debbie Yoklic
   There were no comments on this A.P.

9. **Roles and responsibilities of ACC members; individual accountability**
   Due to time, this has been moved to a special meeting of ACC on May 18. (Note: the 5/18/15 meeting was cancelled due to many schedule conflicts; the topic will be brought back in the Fall.)

**Future Meetings:**
- Monday, August 24, 2015, 3-5 pm, DO B-218
- Monday, September 28, 2015, 3-5 pm, DO B-218
- Monday, October 26, 2015, 3-5 pm, DO B-218
- Monday, November 23, 2015, 3-5 pm, DO B-218
- Monday, December 14, 2015, 3-5 pm, DO B-218
- Monday, January 25, 2016, 3-5 pm, DO B-218