Present: Nan Schmidt, Lisa Anne Smith, Matej Boguszak, Scott Collins, Alison Colter-Mack, Julia Fiello, Makyla Hays, Ted Roush, Kate Schmidt, Greg Wilson, Dr. Ann Parker, Dan Berryman (ex-officio), Irma Federico (ex-officio), Denise Dudoit (note taker)

Absent: None

I. Public Comment
   a. PCCEA shared feedback from the Board’s announcement to suspend step plans during the April 8 meeting and a discussion followed.
      i. BOG seemed unaware that faculty did not have a task force to review step plans.
      ii. As a result, a joint proposal to address step plans will be drafted.
      iii. PCCEA has publicly expressed their satisfaction with their current step progression plan and has not heard of concerns from Administrators.
      iv. Management suggested reviewing the Collegial Conference form and the step plan to see if there is a better way to capture performance and tie it to salary increases.
      v. Members of Management shared that academic administrators feel the threshold for performance is not high enough and current evaluation tools are not effective.
      vi. This is an opportunity to really look at what is currently in place to determine if changes need to be made to address current needs.
      vii. PCCEA is comfortable examining performance evaluation but has reservations about merit pay because of issues with implementation and consistency.

II. Review and approve Meeting Notes
    a. 3.27.15
       i. Note taker will make corrections

III. Sign Agreements
    a. E4, Appendix B Unit Guideline, Flex Year contracts
    b. B1, Article II Conditions of Work, General Responsibilities

IV. Discussion Topics
    a. Article I. General Information
       i. Legal references often change, and it was agreed they should be removed from section B
       ii. Language to ensure student learning, success, and outcomes was added under Principle I
       iii. Existing language regarding protected classes was updated to reflect current terminology
       iv. No further discussion; proposal signed and a number will be assigned
    b. Article IV. Professional Status A. Academic Freedom
i. Management expressed concern over a single person being the sole decision maker when ordering textbooks (when only one person is in the discipline) and should receive input from their peers.

ii. Management also identified issues with online courses in regards to copyright and digital materials that are not accessible.

iii. Inserted language that clarified textbooks and other materials are made collaboratively within departments and adhering to necessary rules of compliance.

iv. No further discussion; proposal signed and a number will be assigned.

c. Article X. E Retirement, Active and Early Retirement

i. PCCEA benchmarked other institutions within Arizona using similar programs and checked with AEA to ensure currency

ii. PCCEA provided cost saving scenarios

iii. Management clarified this type of program would be administered by the ESC and not HR

iv. Management advised against using the word “incentive”; ASRS interprets this in ways they should not and by offering incentives to employees, the employer takes on a lifelong liability.

v. Before this proposal can be signed, Management will need to review with general council and EVC of Finance; in light of new information from the Chancellor and EVC of Finance, this may not be something they wish to pursue.

vi.

d. Appendix H. Faculty Duties and Responsibilities

i. Changes were made to language for clarity and flexibility

ii. No further discussion, proposal signed and will be assigned a number

e. Extended and Reduced Contracts

i. PCCEA would like Management to provide them with criteria that would make a faculty member eligible for an extended or reduced contract. All agreed that such contracts made sense if it was in the interest of the College.

ii. PCCEA agreed to send the Management team their draft; Management will work on it and return it to them

f. Article VII Appendix L. Sabbaticals

i. Clerical changes to simplify and bring the process up to date

ii. Currently, while on sabbatical, faculty may not teach or take on extra assignments for the College including serving on committees; many do not apply for a sabbatical because they cannot afford to lose the additional income.

iii. There is nothing in policy that says a faculty member can or cannot teach or continue with their assignments, resulting in inconsistent interpretation and application of policy
iv. Prior to retirement, Acting VC of HR Char Fugett suggested adding a box to the application which notes the intent to perform additional work for the College during the sabbatical.

v. If this box is checked, documentation would have to be provided to show the work or assignment would not affect their ability to complete their proposed objectives during the sabbatical.

vi.

vii. Management in general is supportive of the idea PCCEA wishes to accomplish and believes there may be language proposed in past Meet and Confer sessions that may help.

viii. Management feels language that allows for supervisor input should be added and will try to get a firm answer regarding the program continuing next year.

ix. PCCEA will work on this language and streamlining the application

x. If sabbaticals are suspended, language to this effect should be added to policy although clerical issues still need to be addressed

g. Article V. Compensation Substitute Pay

i. This proposal covers substitutes for all class modalities; language added to clarify this point as well as to allow input by Department Chairs

ii. Other changes were made to language for clarity and flexibility

iii. No further discussion; proposal signed and will be assigned a number

h. Article III. Faculty Employment D. Seniority

i. Changes to update how service as Provisional Faculty is counted if subsequently hired fulltime

ii. Proposal signed and will be assigned a number.

iii. PCCEA suggested a MOU be drafted that changes all titles from Administrative Appointment to Provisional Faculty; Management agreed and will bring the MOU to the next meeting.

i. Article VI. Leaves D. Holidays and Recesses

i. The Board does not want to see proposals regarding updates to holidays

ii. Revised proposal would strike all dates and indicate that specific dates for all holidays and recesses may be found in the Academic Calendar on the College website.

iii. PCCEA will review the proposal with ESF and bring back to the April 24 meeting

j. Article II and Article III: load and accountability language proposed by PCCEA

i. Connecting load to days of accountability for purposes such as determining teaching obligation to the College while on leave.

ii. Proposal signed and will be assigned a number

k. Appendix J, item 4 SLO language

i. Minor changes to align with SLO and other parts of policy

ii. Proposal signed and will be assigned a number
I. Task Force – Performance Evaluation
   i. PCCEA took the Faculty Hiring task force and mirrored its style when drafting this task force proposal
   ii. In light of HLC time line, work must begin quickly and be completed by the end of August
   iii. PCCEA feels strongly the evaluation should be used as a tool to identify who is doing the job expected and who needs improvement in specific areas. PCCEA does not support merit pay for exceptional faculty going “above and beyond” in place of step advancement for all faculty doing their job (well) and suggested using awards for exceptional faculty instead. Focus should be on:
      1. Continuous improvement
      2. Identify goals for improvement, not step increases
   iv. The Chancellor’s focus is to improve methods of documenting not only student learning outcomes but also faculty evaluation; both address concerns raised by HLC.
   v. Management agreed to review the draft PCCEA created and provide feedback to PCCEA by April 17

V. Updates
   a. Faculty Hiring Task Force
      i. This is a continuation of the existing task force
      ii. Previous language remains for historical / background purposes
      iii. With two other task forces, beginning work during the summer would be difficult
      iv. Management will review and bring back to the April 24 meeting

VI. Agenda Items
   a. Public Comment
   b. Review and approve Meeting Notes - 4.10.15
   c. Updates
   d. Discussion Topics
      i. Holidays MOU
      ii. Sabbaticals
      iii. Provisional Faculty MOU
      iv. Performance Evaluation Task Force
      v. Faculty Hiring Task Force
      vi. Early and Active Retirement
      vii. Article XI
      viii. Extended and Reduced Contracts
      ix. Pima Online /Cross campus assignments
      x. Campus Enrichment Funds
      xi. Step Plans