Staff Council Meeting Notes
Thursday, June 6, 2013
8:30 am – 10:30 am
Community Campus, A-109/112

Members Present:  Dee Burns, Dan Pinard, Laura Porfirio, Celia Tapetillo, Mykle Zoback, Cindy Gomez, Amy Parker, Delso Bosquez, Denise Dudoit, Chris Hauser, Aleksandra, Karyza Ochoa, Andrew Plucker, Jan Posz, Robert Ramirez, Mark Roybal, Shani Stewart, Renee Tanner, Wendy Turner, Sandra Valdez, Sriura Weirich, Eric Welch, Tanisha Arnett, Andrew Kachur, Desiree Maultsby, Jorge Caballero, Trisha Silva, Shawn Graham, Zeshan Siddiqui, Carissa Urbalejo

Excused Absence:  Donna Cohn, Benetta Jackson, Mic Bouley, Damian Monroya

Unexcused Absence:

Non-voting Members/Visitors/Guests:  Dr. Zelema Harris, Dr. Jerry Migler, Dr. MaryAnn Martinez Sanchez, Janet May, Jason Brown, Kay Dodder

1) GENERAL MATTERS
1.1 Introductions
   1.1.1 Introductions were made.

1.2 Agenda Modifications
   1.2.1 Three corrections were noted.

1.3 Approval of meeting minutes from May 3, 2013
   1.3.1 The meeting minutes were approved with the corrections.

1.4 Public Comment and/or Question(s)
   1.4.1 No public comment and/or questions.

2) BUSINESS

2.1 Interim Chancellor Report – Dr. Zelema Harris
   2.1.1 Dr. Harris spoke about the transition taking place in the next few weeks.
      • Dr. Harris’ last day as Interim Chancellor will be June 28.
      • She stressed that the changes needing to take place should be transparent and we should be comfortable discussing our ideas within the College. Dr. Harris stated that she has confidence that Lee Lambert will be a positive influence for the College. She plans to ensure that over the remaining three weeks she is here things run smoothly and has met with Lee Lambert several times as the orientation/transition phase begins.

   2.1.2 Dr. Harris has invited a nationally-known expert on student learning, Kay McClenny, to help us assess our student outcomes.
      • A public forum is scheduled for June 14th in the DO Community Room at 4:00 and is open to outside interest groups such as CFAIRR as well faculty and staff.
      • One of the topics at the forum will be the Community College mission. Dr. Harris stated that it is our responsibility to serve the community and we will, but that does not mean we must admit students who are not ready for college level education.
2.1.3 Dr. Lambert has reviewed the PCC hiring process and has currently suspended the hiring of administrator level positions until he can review the administrative structure.

- Positions for the Dean of Adult Education and Assistant Vice Chancellor for IT are temporarily on hold. Hiring of a new Dean for Northwest Campus was approved by Dr. Harris.
- Concern was raised about the hiring freeze.
- Dr. Harris agreed that the administrator “mobility” we have seen has not allowed teams to develop, resulting in unstable departments and a lack of trust. Dr. Harris stated that with the new Chancellor PCC will soon have stability, and advises staff in those areas to “keep leading in your spheres” and try to get through the immediate transition.

2.2 Provost and Executive Vice Chancellor Report – Dr. Jerry Migler and Dr. Mary Ann Martinez Sanchez

2.2.1 Dr. Migler stated there are two major components to our response to the HLC: the Monitoring Report and a Self-Study.

- Most self-studies take 3 years, but we have been given about 13 months and now that the HLC Criteria have changed, there are more categories to respond to, such as the Assumed Practices section.
- Dr. Migler is confident that we can do the work, but it will have to be our top priority.
- We cannot continue “business as usual” and simply add the self-study work on top. Priorities will have to be adjusted, especially for Finance, HR, and Curriculum Services. We may have to postpone some initiatives that are not critical, and there may need to be some Adjuncts brought in to free up faculty time.
- He emphasized that there is a lot of work to do and very little time to do it.

2.2.2 Dr. Martinez Sanchez explained the process for the Monitoring Report.

- The planning process is broad-based and inclusive, but because of time limits it will not be as inclusive as we would like. The Self-study takes a broad perspective; the Monitoring Report is focused on two issues: the Grievance and complaints process, and Faculty & Curriculum.

2.2.3 Dr. Martinez Sanchez explained in detail the planning committee’s work.

- The committee performed a GAPS analysis and provided a plan for solutions. The Monitoring report does not have to show that everything is fixed, it presents a plan (in process) to resolve issues, which is then rolled into the Self-study. The Writing committee is already at work and will have a draft ready by the end of June.
- The structure for the Monitoring report has the Provost’s Office with primary responsibility, under which is the Accreditation Liaison (Dr. Martinez Sanchez) and the HLC Committee, which will take us through the probation process.

2.2.4 Committees for the HLC reports

- The HLC Committee has a Self-study coordinator, a steering committee, and 14 sub-committees, each focusing on one of the report “chapters”. There will be 15-20 people, balanced among faculty/staff/administrator groups, and also among campuses, so that no committee is dominated by a single focus.
  - Committees will elect their own co-chairs and set their own timelines (within the overall structure).
  - Each will have an administrator to provide support services, a member of the Writing group and the Archive group.
  - Committees for Criteria 1-5 will also have a Board of Governors member assigned to participate (not as leader).
o The call for volunteers has gone out and everyone was urged to consider serving if at all possible.
o The time commitment will be meetings at least weekly, with assignments for information-gathering, etc.

2.2.5 Discussion of the repercussions of having so many people on the committees and the functioning of the committees.

- How will people cut back on their regular duties? Will overtime be necessary or compensated? Would committee time count for Step Progression? How will affected departments fill in for absent staff?
- Dr. Migler thinks there will be ways to reduce and put some projects on the “back burner”. Expecting staff to do all their regular work and piling on more duties is not feasible – some things will have to wait. Janet May said that there might have to be “backfill” for some positions to keep the work moving. Dr. Martinez Sanchez said that units will have to come together and identify priorities and where and how they could find the time to support the committees work.
- Would the presence of administrators and/or Board members create a target for lingering resentments on the part of staff or faculty who have been harmed in the past?
  o The coordinating committee wants a transparent and focused process. These committees are not the place to work out resentments or have “payback” – we need to get this done or nothing will matter.
  o This MUST be the College’s top priority for the next year.
- The details of the HLC Accreditation Criteria are available on their website (see link on College website).
  o The Criteria should be read and understood by all employees.

2.3 Liaison Report – Vice Chancellor Janet May

2.3.1 Vice Chancellor Janet May shared the following statistics:
- 2063 applications in May, 9 general designated positions with 45% internal, 55% external. Calendar year-to-date is 80 positions filled; 39% internal and 61% external.

2.3.2 Exempt and Non-Exempt Staff Professional Development days are held in June. June 5th was for Non-Exempt Staff. It was a great success with over 180 participants attending and submitted feedback. Exempt Staff Professional Development is June 7th at Downtown Campus.

2.3.3 PCC re-bid for our Employee Assistance provider, and we will change as of July 1.
- New provider will be Jorgensen Brooks Group. They will provide the same services as Deer Oaks and can continue service to employees already using the system. Confidential notification of details will go out to affected employees.

2.4 Vice Chancellor’s Report – Assistant Vice Chancellor Debbie Yoklic – postponed

2.5 Faculty Senate/Staff Council Communication – Faculty Senate President – Joe Labuda

2.5.1 Mr. Labuda stated that the recent environment has resulted in a separation of the groups – it was not clear who was responsible for what, and we did not even have a clear organization chart.
- One positive result of the last 10 years of mismanagement is that the employee groups have grown together and improved communication channels among themselves. We should continue and build on this.
- He also stated that the HLC process is not everything – we should keep employee-generated initiatives moving forward. Staff Council Chair, Mykle Zoback, stated that members of Staff Council, Faculty Senate, PCCAE & others all communicate & share
perspectives. This kind of networking will help support us all through this and future transitions.

2.6 College Culture Working Group Update – Christopher P. Hauser

2.6.1 Mr. Hauser stated that several messages and a full report have gone out from this working group, and they have gotten feedback – some negative.

2.6.2 Reporting on the actual process is new for the College and some are not used to seeing the messy “in process” work. The report was presented at Chancellor’s Cabinet and was well received.

2.6.3 The group is committed to transparency and to creating a workplace that we are eager to come to. They are focusing on three main aspects: 1) Healing – from the last 10 years of bad practices, 2) Trust building – we need to re-create a sense of trust among employees and leaders and 3) College culture – we have a common purpose and we need more community feeling to achieve it.

2.6.4 The full report is dense and people should take time to read and digest the ideas there. A lot of thought has gone into this report, so please read and consider as we move forward.

3) EMPLOYEE REPORTS

3.1 AFSCME Report – none

3.2 ACES Report — Jason Brown

3.2.1 General membership meeting is June 6th in the afternoon.

4) COUNCIL REPORTS

4.1 Board of Governors Report – postponed

4.2 Campus/ District Report(s) and Updates – postponed

5) OTHER BUSINESS

5.1 By-Laws Committee Discussion – postponed

5.2 Suggestions for next feedback – postponed

6) ADJOURNMENT

7) Next meeting: Thursday, July 11, 2013

8:30AM – 10:30AM

Desert Vista Campus, Pueblo Building – Ocotillo Room