Staff Council Meeting Notes
Thursday, July 11, 2013
8:30 am – 10:30 am
Desert Vista Campus, Ocotillo Room

Members Present: Dee Burns, Dan Pinard, Celia Tapetillo, Mykle Zoback, Donna Cohn, Cindy Gomez, Benetta Jackson, Amy Parker, Delso Bosquez, Denise Dudoit, Chris Hauser, Karyza Ochoa, Jan Posz, Robert Ramirez, Mark Roybal, Shani Stewart, Renee Tanner, Wendy Turner, Sandra Valdez, Sriura Weirich, Tanisha Arnett, Andrew Kachur, Desiree Maultsby, Damian Montoya, Jorge Caballero, Shawn Graham, Carissa Urbalejo

Excused Absence: Laura Porfirio, Mic Bouley, Aleksandra Knezevic, Eric Welch, Trisha Silva, Zeshan Siddiqui

Unexcused Absence:

Non-voting Members/Visitors/Guests: Chancellor Lambert, Dr. Jerry Migler, Debbie Yoklic, Janet May, Dolores Duran-Cerda, Kay Dodder

1. GENERAL MATTERS
1.1 Introductions
   1.1.1 Introductions were made.

1.2 Agenda Modifications
   1.2.1 Added item 5.5 Staff Council Survey.

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 Chancellor Report – Lee Lambert
   • Chancellor Lambert shared some of his initial observations and impressions now that he is here and interacting with the community.
   • He is impressed that with every group he talks to, “everybody loves Pima”. We have strong support both inside and outside, and we touch many people in the community through our programs.
   • Early Childhood Education, with their math mentor program, and Aviation Technology were particularly strong and beneficial.
     o He feels it is the job of the Chancellor to bring attention to these great programs.
     o We need to “get the wheels back on the bus” and start moving forward. We have pockets of excellence like Early Childhood and Aviation, but he would like to see it consistently across all programs.
   • As for our accreditation status—the challenges facing us are real.
People have different ideas about what we should do, but it is in everyone’s interest to support Pima’s mission and success. We must become “a culture of evidence” and be able to show specifically how we fulfill our mission.

- He also shared that the American Association of Community Colleges has just released the “21st Century Report on Reclaiming the American Dream”. It describes how community colleges must have open access and student success, not just one or the other. The goal is to increase completion rates by 50% by the year 2020.
- As far as PCC’s internal processes - There are a number of areas that will be reviewed and worked on over the next several months.
  - The Higher Learning Commission response is number one priority.
  - Another important focus is employee relations. Many of the problems the HLC found were related to unfair treatment of employees.
  - We must also restore trust and confidence in the College leadership. The Chancellor will work with the Board of Governors to strengthen their role in oversight of College practices.
  - Further focus will concentrate on the organizational structure. Currently the structure has developed too much in response to personalities and not from what makes sense. We may have to “re-break” some things in order to truly fix them.
    - The focus is strategic and value-based, and you will always know why he does things. There will be a lot of hard work, but it will be worth it.

2.2 Provost and Executive Vice Chancellor Report – Dr. Jerry Migler and Dr. Mary Ann Martinez Sanchez
- Dr. Migler reiterated that the HLC response is our first priority. We cannot be complacent and assume we will get off probation.
- There are two processes currently underway: the Monitoring report, and the Self-Study.
  - The Monitoring report is due August 1, 2013. It is addressing two “assumed practices” defined by the HLC – how well do our complaint and grievance process work, and providing substantial faculty input in curriculum decisions. We don’t need to have everything solved by August 1, but we need to show a plan to address the problems. A draft report is currently available for comment (will be closed on Sunday July 14th).
  - The Self-study report is larger and more complex. There are 14 committees that were formed in June to address each of the 12 areas plus a writing and archive committee.
    - Many of the groups have begun meeting. The committees will meet again this Friday. Right now they are in the process of collecting evidence – this could take 1-3 months.
      - There has been some shuffling of participants, but the finalized membership lists should be released within the next week.
      - He emphasized that even if you are not on a committee, you will be providing information and support, as well as backfilling the regular work for those directly working on the report. Please be ready to produce any requested information and input as soon as possible, top priority. Remember that our timetable is very short, and we must provide a lot of information to the HLC. Our students are depending on us to get this done and retain our accreditation.

2.3 Liaison Report – Vice Chancellor Janet May
- Vice Chancellor Janet May shared the following statistics:
• 2357 applications in June, 17 general designated positions with 25% internal, 75% external. Calendar year-to-date is 97 positions filled; 38% internal and 62% external.
• As of July 1, our Employee Assistance Program is being run by Jorgenson Brooks. PCC re-bid for our Employee Assistance provider.
• Five Personnel Policy Statements have been updated and are on the Intranet.
• In a follow-up to a question at the May meeting, prescriptions needing special treatment and delivery (i.e. refrigeration) will be able to be delivered to the workplace. Bill Ward is coordinating this process.

A note regarding Janet May: This meeting is her last as Vice Chancellor of Human Resources; she has accepted a position outside the college and will be leaving PCC.

3. EMPLOYEE REPORTS

3.1 AFSCME Report – none

3.2 ACES Report — on behalf of Julie Hecimovich from Jason Brown
• Work has begun on a revision of the By-Laws
• Planning of Oktoberfest activities is underway.

4. COUNCIL REPORTS

4.1 Board of Governors Report – Robert Ramirez
• It has been observed that the Board meetings have been much quieter lately now that the rush of activity has slowed.
• The budget was approved including employee pay raises.
• Dr. Lee expressed a wish for more interaction with Staff Council – perhaps through participation on committees, etc. and not just reading reports that repeat what has already be said

4.2 Campus/ District Report(s) and Updates
• Community Campus – the AZ Legislature budget restored funding for Adult Education. Classes begin next week.
• Northwest Campus – An ITT symposium is being held July 11th/12th at the Viscount Suites hotel next to District Office.
• West Campus – next Staff Council meeting is being held there and the best place to park is in the Northwest lot.
• Dan Pinard is working on a video for All College Day – they are looking for someone with a horse to assist with that production.

5. OTHER BUSINESS

5.1 By-Laws Committee Discussion – Wendy Turner and Jorge Caballero
• The Bylaws committee has met three times. They are comparing our bylaws to other benchmark institutions in three areas: Goals & responsibilities – Membership – Meetings. They hope to have all three revised before the election process starts in September.

5.2 Staff Council Meeting Dates
• In order to accommodate the HLC committees, it was proposed that we move Staff Council meetings to Thursdays. Motion was passed.

5.3 Staff Council Shirts
• Reminder of the email that went out showing the new shirts. They are $20 each; available in 3 colors. Sign up and give your money to Jorge Caballero so an order can be placed next week.

5.4 All College Day
• This year we are returning to an all-day event.
• Staff Council will have a table with t-shirts for sale to go to the scholarship fund. Amy, Jorge and Donna will staff the table. Shirts will be sold during breakfast.
• During the introduction, representatives from the five employee groups will go up on stage and read a statement of support for employees and the College. There will also be a “College culture” workshop. Mykle and Chris spoke about participating in the Center for Community Dialog training. The facilitators were very good and they appreciated the opportunity for members of all employee groups to communicate as equals.

5.5 Staff Council Survey
• An anonymous electronic survey will be sent out by next week to Staff Council reps. Please give feedback as to how we can improve.

6. OPEN FORUM/QUESTIONS – none

7. ADJOURNMENT

Next meeting: Thursday, August 1, 2013
8:30AM – 10:30AM
West Campus, J Building – Room G - 05