Staff Council Meeting Draft notes
Thursday, September 5, 2013
8:30 – 10:30 am
District Office, A – 206

Members Present: Dee Burns, Dan Pinard, Celia Tapetillo, Mykle Zoback, Donna Cohn, Cindy Gomez, Benetta Jackson, Delso Bosquez, Denise Dudoit, Chris Hauser, Joyce Jaden, Aleksandra Knezevic, Jan Posz, Robert Ramirez, Mark Roybal, Shani Stewart, Wendy Turner, Sandra Valdez, Tanisha Arnett, Andrew Kachur, Jodie Valenzuela, Desiree Maultsby, Damian Montoya, Jorge Caballero, Shawn Graham, Carissa Urbalejo

Excused Absence: Laura Porfirio, Amy Parker, Karyza Ochoa, Ranee Tanner, Sriura Weirich, Eric Welch, Trish Silva, Zeshan Siddiqui

Unexcused Absence:

Non-voting Members/Visitors/Guests: Lee Lambert, Dolores Duran-Cerda, Irma Federico, Julie Hecimovich, Leticia Menchaca, Imelda Cuyugan

1. GENERAL MATTERS
   1.1 Introductions
   1.2 Agenda modifications – none
   1.3 Approval of meeting minutes from August 1, 2013 – will be sent out with corrections for approval by email
   1.4 Public comment and/or question(s) – none

2. BUSINESS
   2.1 Chancellor Report – Lee Lambert
      2.1.1 He observed that the external community support Pima and wants to help.
      2.1.2 Internally there is optimism and hope, but we need to focus on the right things to move forward.
         • First things first: the HLC probation must be lifted. The recent changes in the accreditation system makes this more complicated – there are new criteria and core components.
         • We must look at the whole organization, not just certain parts. We need to stay focused on our mission, which is student success. However, we must:
            o Strengthening leadership and governance of the College. This will include special professional development for supervisors, administrators, Cabinet, etc., especially supervisory training.
            o We must listen to the students to hear their needs. Things like cancelled classes can disrupt a student’s educational progress. Once the schedule is published, we should abide by it. We need more coordination between the campuses on this and other issues. A series of surveys will be conducted to get input from students about their needs.
            o We all need to come together and focus on the big picture. The problems are not just with the Board and administration – they extend to every part of the College.
The “Blueprint” group did good work, but with limited involvement. We need to take these ideas to the next level. A new group will be formed and conduct a survey, hold focus groups, and develop a plan to go forward which will include:

- Giving administrators time to show what they can do for enrollment and management.
  - A strategic plan is as much about what you’re not focusing on as what you are. Leadership development helps people be more effective at influencing others.
- Being more transparent but first knowing what the data we are publishing means.
- Ensuring our mission which encompasses 2 examples: students transferring and student heading into the workforce.
- The 10 Community College districts in Arizona are working together to develop common metrics for measuring our work & success.

2.2 Provost Report & Text Messaging Alert System – Dr. Dolores Duran-Cerda, Senior Asst. to the Provost

2.2.1 Marketing & Public Relations has developed an emergency alert system using text messaging that is available to anyone.
  - From any cell phone, text “Alerts” to 79516.
    - If there is a violent activity, an immediate threat, hazard to health & safety, major disruptions such as building closures, etc., a message will go out.

2.2.2 HLC Update

Dr. Duran-Cerda thanked everyone who is on a committee, as well as those who are supporting them with information-gathering.
  - We are moving from Phase 1, collecting evidence, to Phase 2, analyzing the evidence. Sept. 16 is the deadline for all evidence to be collected. Some faculty were off contract during the summer (also students), so a new email will go out to ask for their participation.
    - There has been some turnover on the committees, but the original group of volunteers was so large that there is already a pool of people to contact to fill the vacancies.
  - Developmental Education redesign: A faculty workshop was held Aug. 16 with instructors of the lowest-scoring students in math, reading, ESL, and writing. The programs of the former “Prep Academy” are being redesigned as a “College Readiness” program. Faculty and staff will be involved in designing what is needed for student success. A broad-based committee will be developing a new system, including students, faculty, community members, and K-12 schools.

2.3 SPG-3501/AA – Dr. Dr. Dolores Duran-Cerda, Senior Asst. to the Provost

2.3.1 This document is being revised to reflect the change back to an “open admissions” policy. Most of the language will go back to the former version, with some new language removed. A formal process of review & comment will be made for 21 days before final approval.

2.4 Liaison Report – Irma Federico

2.4.1 August recruitment statistics:
  - 1553 applications received, 82 positions were in various stages of recruitment. 41 positions (general, designated, and restricted) were filled, with 12% internal and 88% external candidates. Note: 12% of the “external” hires were transfers or College employees applying as external candidates.
  - Year-to-date: 158 hires, 33% internal, 67% external, 3 Acting
• Professional development: 50 instructor-led workshops were held with 530 participants. Online courses had 37 participants completing 103 courses. Pima Customized online trainings had 25 participants completing 63 courses. 393 employees attended All College Day and filled 10 workshops.

• HR is reviewing the College performance evaluation process. The forms and job descriptions are felt to be too broad and not very useful for determining performance.

• The search for an interim Vice Chancellor for HR is underway; a search firm has been selected and is collecting resumes. The plan is to find an interim person quickly, and then take more time to carefully select the right permanent person.

2.5 Arizona Legislative Session Concerns – Asst. Vice Chancellor Imelda Cuyugan

2.5.1 PCC Office of State Government Relations works with local, tribal, and state government regarding any legislative policies that affect higher education.

• There is a statewide group called AC4: Arizona Community College Coordinating Council, that reviews legislation and lobbies on our behalf.

• Last year’s priorities were:
  1. Provide preference to employers who partner with Community Colleges – this did not pass, but a resolution was made to encourage “incentives”
  2. Fund STEM education – passed and signed by the Governor, but no funding approved
  3. Adult basic education matching funds – $45 million funding approved

• Also passed: provisional Community Colleges can levy taxes to pay the costs of their students attending other county’s Community Colleges. This was the resolution to the lawsuit between Pima County and Santa Cruz County over student tuition.

• State funding of Community Colleges has continued to decline. In 2008 we received $1140 per Full-time student equivalent (12 credit hours). In 2013 we received $321 per FTSE, and the FY 2014-15 budget calls for $324 per FTSE.

• The AC4 group will be meeting with various constituencies from Oct.-Dec. to identify issues and legislative priorities for the next session. Contact Imelda Cuyugan with any input.

3. EMPLOYEE REPORTS

3.1 ACES Report

3.1.1 Event updates and notes:

• The skating event was held and enjoyed.

• The first General meeting will be Sept. 19. The November meeting will be for discussion of Meet & Confer priorities.

• The Bylaws changes discussion is ongoing. They should have a draft ready for the general meeting.

• A redesign of the website is underway – want to add a lot of information to help employees navigate Step Progression and other procedures.

• ACES is working with Imelda on legislative priorities.

3.2 AFSCME Report

3.2.1 Event updates and notes:

• Officer elections will be held this Saturday from 8 am-8 pm at 110 S. Church, Suite 188. Contact 571-8884 for information.

• The annual Labor Day picnic was well attended.
4. COUNCIL REPORTS
   4.1 Board of Governors Report
       4.1.1 It was the first meeting for new Chancellor Lee Lambert.
           • A financial update was presented by David Bea.
           • The safety improvement of new locks for all classrooms has been completed.
           • Alison Colter-Mack was approved as new Director of Employee Services in HR.
           • All line items were approved – for details see the website.

4.2 Campus/ District Report(s) and Updates
   • Northwest Campus has opened its new Student Life Service Center.

5. OTHER BUSINESS
   5.1 By-Laws Committee Discussion (Wendy Turner & Jorge Caballero)
       • 4 comments were received on the Bylaws. They are being reviewed and the new draft should be ready soon.
   5.2 Staff Council Survey Feedback (Wendy Turner)
       • 1 comment was received about the survey.
   5.3 All College Day Comments
       • The collective staff recognition moment was well received. We made $1100 in t-shirt sales. Staff Council got positive feedback from attendees.
   5.4 Election Committee
       • The election notices have been sent out. Anyone not up for re-election can serve on the election committee.

6. OPEN FORUM/QUESTIONS

7. ADJOURNMENT - 10:40

8. Next meeting: Thursday, October 3, 2013
   8:30AM – 10:30AM
   District Office, A - 206