Staff Council Meeting Minutes
Thursday, February 6, 2014
8:00 – 10:30 am
District Office, A-206

Members Present: Dan Pinard, Laura Porfirio, Suzanna Saenz, Celia Tapetillo, Mykle Zoback, Carla Boyd, Donna Cohn, Mary Jondrow, George Ahlers, Jason Brown, Aurie Clifford, Denise Dudoit, Chris Hauser, Kathleen Hernandez, Joyce Jaden, Sonia Jones, Aleksandra Knezevic, Stacy Lauver, Jan Posz, Mark Roybal, Adrian Snellen, Shani Stewart, Sandra Valdez, Sriura Weirich, Tanisha Arnett, Juan Diarte, Jodie Valenzuela, Desiree Maultsby, Jorge Caballero, Trish Silva, Don Harp, Sara Hastings, Zeshan Siddiqui

Excused Absence: Amy Parker, Tanya Hawks

Unexcused Absence:

Non-voting Members/Visitors/Guests: Lee Lambert, Dr. Dolores Duran-Cerda, Dr. Zelema Harris, Mark Ziska, Deborah Yoklic, Julie Hecimovich, Greg Wilson, Keri Hill

1. GENERAL MATTERS - 8:00
   1.1 Introductions
   1.2 Agenda modifications
      1.2.1 Agenda approved
   1.3 Approval of meeting minutes from January 9, 2014
      1.3.1 Minutes approved
   1.4 Public comment and/or question(s)

2. BUSINESS - 8:05
   2.1 2013 Staff Council Elections Update—Greg Wilson
   2.2 Voting for New Officers - 8:10
      2.2.1 Chair Elect
         • Jason Brown - ELECTED
         • Jorge Caballero
2.2.2 BOG Rep
- Juan Diarte
- Don Harp - ELECTED
- Aurie Clifford – declined nominations due to HLC obligations
- Jorge Caballero

2.2.3 Secretary
- Donna Cohn - ELECTED
- Shani Stewart – declined nomination

2.2.4 Role Keeper
- Jan Posz – ELECTED
- Mary Jondrow – declined nomination
- Shani Stewart

2.2.5 Historian
- Adrian Snellen - ELECTED
- Jorge Caballero

2.3 Chancellor Report—Lee Lambert

2.3.1 Looking at things at a national, state, and local level
- Some people from the College attended the Workforce Development Institute
- Students developing their own education plan through MOOCs. We must not discount what is happening in MOOCs. Viewing students as consumers
- Major employers are going to start dictating what they expect from us such as more say in curriculum and its alignment with the kind of workers they need
  - May try to influence the certifications that we give with emphasis on certifications that are geared towards particular machinery, technology, etc.
- Modernize PCC to keep pace with changes in industry

2.3.2 Arizona Commerce Authority made a presentation about their sector strategy
- Employer driven
- Aligning better with resources
- Looking for partnerships and new grant opportunities
- Chancellor will be speaking to the House Higher Education Committee and featuring Aviation Program
2.3.3 PCC

- Chancellor had previously had 17 people reporting to him; some of them moved to be under Dr. Harris and now 5 report directly to Chancellor
  - Executive Cabinet (HR, Finance, Institutional Effectiveness, PIR, Instruction—now the 5 that report directly to Chancellor) meets weekly
- We do not have a person at the College that is a single point of contact for Workforce—this is being reviewed
- Administrative changes across the College
- Concerns about VA program – how are we turning things around? We are on thin ice with the Department of Veteran’s Affairs Do we properly allocate resources to support our students?
  - We can model programs for all students based on our redesigned services for veterans
- IT – how do we better integrate technology in support of our mission? How do we maintain this as an ongoing process? How do we encourage people to utilize new technology? How do we meet the technology standards that students from Vail and Tucson High come to expect?

2.4 Provost Report—Dr. Zelema Harris

2.4.1 HLC

- *Are We There Yet?* Presentation from 1/31 is available online
- Update on the 02/18 Futures Conference at Doubletree Hotel
  - 138 have responded with 2/3 being external community participants
- 04/01 due date for the comprehensive planning document It was asked if using all College Day to provide info about HLC and the self-study document before the site visit in September was an option—this is currently under discussion
- Enrollment Management
  - Group is led by Debbie Yoklic
  - Time to bring in a consultant to help build this system; an RFP has been issued

2.4.2 Provost’s Position – committee being created and anticipate that someone will be hired by 07/01

- 23 applicants so far; search has not been closed yet
2.5 Policies: BP 1401-Governance/SPG 4004/AB-Faculty Emeritus—Debbie Yoklic
   • These have been revised and will be posted for 21-day comment

2.6 Liaison Report – Mark Ziska
   • Recruitment statistics –
     o 1,574 applicants in January; 14 positions that were filled; 43% were external candidates and 57% were internal
   • Meet & Confer
     o Thanks to Julie Hecimovich, Julia Fiello, and Valerie Vidal-King for their work
   • Looking at how we fill positions – provide input to representatives
   • Schedule for changes from HR
     o 03/31 – collaborative conclusion on what the governance looks like
     o April – allow teams to provide their input
     o 05/01 – policies ready
   • Currently under review are the grievance procedures
   • Job candidate feedback also under discussion
   • Improving communications between all levels of HR processes

2.6.1 Threat Assessment
   • Firm brought in to complete a report regarding the initial incident at NWC; the report is posted on the website
   • Discusses all safety areas such as lighting, Campus Police and all campuses safety/security improvement recommendations

2.6.2 Campus President (CC, NW, DC) searches to be open by 02/07

3. EMPLOYEE REPORTS
   3.1 AFSCME Report
   • 02/26, 5:30pm, Downtown Campus – next Meet & Confer meeting
   • A survey will be sent out from Meet & Confer
   • All staff are invited to attend

   3.2 ACES Report
   • Meeting this afternoon, 3:30pm-5:00pm
   • More feedback after members have been informed and discussion has taken place
4. COUNCIL REPORTS

4.1 Board of Governors Report—Brenda Even/Chris Hauser
   • Progress towards board policies and a more effective working board

4.1.1 Chris Hauser attended the last BOG
   • There was discussion on bridging gaps and alignment of programs
   • Connection between Goodwill Industries of Southern Arizona and the College
   • Mark Ziska reported on Meet & Confer and Security & Threat Assessment (see above notes under Liaison report)
   • Several Board Policies were on the action item agenda

4.2 Campus/ District Report(s) and Updates
   • CC
     o Adult Literacy Week is next week; ceremony at Rio Salado
     o Adult Ed Ambassadors training at El Rio – students will be going to the capital to advocate for the program
   • WC
     o NMR and scanning electron microscope now available in labs
     o Center for the Arts – submission for Family Heritage event is due by 01/06
     o *Fiddler on the Roof* starts soon
   • DO
     o Learning Centers and Math Emporium can now track students in a consolidated database

5. OTHER BUSINESS - 10:00

5.1 BOG Requesting Ideas and Concerns from Staff Council
   • Last month:
     o Defining transparency
     o Student Services and onboarding with new employees (work underway with the Student Services Review)
     o Goals
     o Data Integrity standards can be improved as we increasingly report back to outside agencies
     o Policy and procedures manual for all positions/areas – can we get this into the strategic plan?
     o Systematic approach to exits
     o Other concerns will be sent out by Chris via email
5.2 Meeting Locations
5.2.1 Meet at all of the campuses; suggested that we spotlight something at the home campus and open it up to all staff to check out what Staff Council does. Maybe have a tour and ask the admins to speak at the meeting?
- March – DO
- April – NW
- May - CC
- June – DC
- July – DV
- August – M&S
- September – WC
- October – EC
- November – CC
- December – DV

5.3 Time Management
- Parliamentarian will keep the time and move speakers along

6. OPEN FORUM/QUESTIONS
6.1 Marketing Committee
6.2 Newsletter Committee has been created
- Jorge and Adrian co-chairs; Shani, Sonia and Dan

7. ADJOURNMENT - Next meeting: Wednesday, March 6, 2014
8:30AM – 10:30AM
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