Staff Council Meeting Agenda
Thursday, April 3, 2014
8:30 – 10:30 AM
Northwest Campus, Student Life D-201

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, Sonia Jones, Aleksandra Knezevic, Stacy Lauver, Jan Posz, Mark Roybal, Adrian Snellen, Shani Stewart, Sandra Valdez, Tanisha Arnett, Juan Diarte, Tanya Hawks Desiree Maultsby, Jorge Caballero, Trish Silva, Don Harp, Sara Hastings,

Excused Absence:  Amy Parker, Kathleen Hernandez, Joyce Jaden, Sriura Weirich, Jodie Valenzuela, Zeshan Siddiqui

Unexcused Absence:

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

1.  GENERAL MATTERS
   1.1  Introductions
   1.2  Agenda modifications – none
   1.3  Approval of meeting minutes from March 6, 2013 – approved
   1.4  Public comment and/or question(s) – none

2.  BUSINESS
   2.1  Provost Report and HLC Update – Dr. Zelema Harris
       2.1.1  New appointments
             •  Terra Benson – Executive Director of Financial Aid
             •  Nic Richmond – Assistant Vice Chancellor of PIR
                ○  Was an Executive Director position; changed to reflect moving forward as an evidence-based college and to help make data available to people who use it; starts on 04/21/14
             •  Karrie Mitchell – Assistant Vice Chancellor for Student Development
             •  Jonathan Howe – Director of DSR
             •  Michael Peel – Advanced Analyst, Government Relations
             •  Heather Tilson – newly created position, Executive Director of Enrollment Management; a consultant will be hired and Heather will be the point person to work with this consultant
2.1.2 HLC Visit – 09/13/14-09/15/14
   2.1.2.1 Information will be given to prepare staff

2.1.3 Strategic Planning
   • We did not have an integrated systematic planning process, and it is a Core Component under Criterion 5
   • Next meeting on 04/10/14 will confirm our six strategic directions, to be finalized by 05/02/14:
     o Reaffirm HLC Accreditation
     o Improve access and student success
     o Foster educational partnerships to serve community needs
     o Improve responsiveness to the needs of the business community and economic and development opportunities
     o Increase diversity
     o Develop a culture of organizational learning
   • Process will be used to inform campus strategic planning

2.1.4 Status of Campus Presidents
   • 194 applicants are being screened by external agency
     o Applicants will be interview at all 3 campuses: 04/21/14-04/23/14; decisions will be made by the end of the month and the Chancellor will announce the new hires before the end of the semester

2.2 Policy Updates – Debbie Yoklic
   2.2.1 The Governance Council will starting meeting this month
   2.2.2 Policies will be up for review for one more week
      • Three board policies will be deleted because their content is contained in BP 1103
      • Carol Hutchinson: SPGs and Regs out of Provost’s Office (Speaking on behalf of Jennie)
        o RG 3117/A: General Ed committee is now a standing committee, and will have more strength to it
        o SPG 3117/AA: General Education; revisions made and language updated; names updated for areas of responsibility; ex-officio members added; waiver of general ed requirements for those with a bachelor’s degree
        o SPG 3106/BC: College Curriculum Council; updated lists of titles; numerous ex-officio members have been added; the Director of Curriculum has been given voting abilities
        o SPG 3509/AA: Placement; all new language to reflect the efforts of the Monitoring Report; cut scores and selection of tests used for placement will be reviewed on a regular basis
          ▪ Dr. Harris asked about our processes for using placement test scores as part of this admissions SPG; this should be important to placement, not admissions
Admissions, Registration, and Program Review
SPGs are still in the process of review and will hopefully be ready for review by next week.

2.3 Liaison Report and SPG 4201/BA – Mark Ziska
2.3.1 SPG 4201/BA is how we fill positions
- This has been vetted through Interest-Based Collaborations with the employee groups
- Voluntary transfer is now internal competitive hiring practices – anyone can apply for positions they are interested in
- The BOG can allow adjuncts to apply internally for staff and administrator positions; a separate SPG is being worked on to allow adjuncts to apply for faculty positions. This is allowed for adjunct faculty who have taught for two consecutive semesters
- Temporary staff (non-agency) can apply for staff and administrator positions internally
- All acting, temporary, interim, and direct appointments must be approved by the VC for HR; the hiring supervisor must write a justification and send it forward; this provides evidence of a process that is in place for these types of appointments
- Allows for job-related assessments
- Senior Vice Chancellor positions have been removed
- Need to update conflicting language about when external recruitments will take place
- Direct appointments of external candidates will be noted separately in the board packet
- Thank you to the employee groups for all of their work on this

2.4 Government Relations – Imelda Cuyugan
2.4.1 Legislative priorities that were brought forward by the College
- Funding for STEM
- Increase associate degrees, certificates, and in-state transfer to the U of A by 50% by 2020
- Funding support for implementation of *Pathways to Student Success in College and Career Attainment*

2.4.2 Per Student funding at state Community Colleges is decreasing
- Interest in moving towards performance-based funding

2.4.3 Summary of bills being monitored and introduced
- ASRS bills
- Other bills

2.5 Student Government Pilot Program – NW Student Life President, Chris Meece
2.5.1.1 New program at NWC – Pima Connect Program
• Pima Connections Camp – will assist new students with creating connections to the campus, fellow students, and the College
  o Will provide resources, guides, and tips to the increase with student success
  o Introduce students to programs and services at the College, utilizing a network of resources
  o Time management, stress management, using the Computer Commons, getting acquainted with staff, participating in student activities (NCLC, clubs, etc.), and getting connected to their Pima email and social networking
  o Will be piloted by NW Student Life in August 2014 and activities will be planned throughout the semester to track student progress. Contact Tiffany Hastings-Kibler at x2121 with any questions

3. EMPLOYEE REPORTS
3.1 AFSCME Report – representative not available; report to be emailed

3.2 ACES Reports – Julie Hecimovich
  3.2.1 Report of some of the distribution of ACES BBQ money:
  • Random acts of kindness
  • DM enlisted fund
  • Warm Heart Grants
  • Core donations
  • Commissary vouchers
  • Tornado relief
  • Comprehensive Airmen Fitness
  • Holiday donations

  3.2.2 Meet & Confer proposals were presented informally to the BOG
  3.2.3 Lunch and Learn rescheduled for May
  3.2.4 ACES Night at the Mousetrap at the end of April

4. COUNCIL REPORTS
4.1 Board of Governors Report – Don Harp
  4.1.1 Statement was read at the last BOG meeting
  • Led to a lot of questions about whether this is isolated or widespread
  • Suggestion was made to not just read a statement but provide information on a possible solution; looking at possible remedies – bring things forward if you have ideas
  • On behalf of Staff Council, Chris contact BOG to ask for info on closing the feedback loop of what happens to the suggestions brought forward; no reply as of this meeting

4.2 Campus/District Report(s) and Updates
  4.2.1 Ribbon cutting ceremony for the new building at NW on 04/24; Earth Day is 04/16 at NW
4.2.2 Adult Edu is getting funding, including money from DOE for a bridge program; major collaborations at EC and IBEST at NW
4.2.3 CC has a new testing site; gives High School Equivalency test, teacher certification exams, and public safety exams

5. OTHER BUSINESS
5.1 Staff Concerns
- Main concern is accountability and climate of fear and intimidation
  - What exactly are the fears? We need to focus on specific areas to help identify possible solutions
    - Worries about absentee supervisors and admins because of the HLC focus and other activities taking them away from their daily duties and interactions with their staff
    - Employee morale and bullying at the same level or even up the reporting lines
- Ethics Point is overseen by Laurie Cox and internal audit, not by HR; employee relations can also provide excellent services
- Perhaps we need to focus on things we can ask for to help increase communication, teambuilding, and positivity
  - Get committees and/or consultants together to create consistent training materials for employees
  - Customer service issues and focusing on our core mission of helping students
  - Promoting the idea of all staff being lifelong learners; dedicating time to teambuilding and training
  - We could put forward to the board a suggestion for dedicated time for staff development

5.2 Various Staff Council Committees – Jorge Caballero
- Committees are/will be forming contact Jorge if you would like to join

6. OPEN FORUM/QUESTIONS

7. ADJOURNMENT - Next meeting: Thursday, May 1, 2014
   8:30 AM – 10:30 AM
   Community Campus, A-109/112