Staff Council Meeting Agenda
Thursday, May 1, 2014
8:30 – 10:30 AM
Community Campus, A-109/112

Members Present: Dan Pinard, Laura Porfirio, Suzanna Saenz, Celia Tapetillo, Mykle Zoback, Carla Boyd, Jason Brown, Aurie Clifford, Denise Dudoit, Chris Hauser, Kathleen Hernandez, Joyce Jaden, Sonia Jones, Aleksandra Knezevic, Jan Posz, Mark Roybal, Adrian Snellen, Shani Stewart, Sandra Valdez, Tanisha Arnett, Juan Diarte, Desiree Maultsby, Trisha Silva, Don Harp, Dennis Olson

Excused Absence: Donna Cohn, Mary Jondrow, Amy Parker, George Ahlers, Stacy Lauver, Sriura Weirich, Jodie Valenzuela, Jorge Caballero,

Unexcused Absence: Tanya Hawks, Zeshan Siddiqui

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 – approved
   1.3 Approval of meeting minutes from April 3, 2013 – approved with correction of HLC site visit dates; actually 15th-17th
   1.4 Public comment and/or question(s)
      • Thanks to CC for breakfast and coffee

2. BUSINESS
   2.1 Provost Report and HLC Update – Dr. Dolores Duran-Cerda
      2.1.1 Fast-Action Teams are doing well and are finalizing plans and reports
      2.1.2 Draft of self-study document will be posted on May 12th
         • Will be up for internal and third-party comment (available until July 1st)
         o Deadline to submit report is July 31st
      2.1.3 Friday, August 22nd: All College Day will be designated as HLC DAY
         • Dr. John Roush will be a speaker

   2.2 Policy Updates (Debbie Yoklic)
      2.2.1 All of the Board Policies are being looked at, reorganized, etc.
• BP-1102: Interim Policies has determined to be unnecessary since we have BP-1101
  - If we duplicate policies, we will keep the one that is most current (meaning has the newest revision date)
    - This is part of the monitoring report process
• SPGs and Regs – Terra Benson, Dolores Duran-Cerda, Jennie Conway, and Carol Hutchinson
  - BP-3501 monitoring report suggested this be split into three: admissions, registration, and placement
    - Will be presented to Faculty Senate tomorrow and then opened for public comment
  - SPG 3501/AA is now Admissions
    - Clearly defines our open access policy and what a student is (credit, non-credit, international, clock hour, Adult Ed, etc.)
    - Defines degree-seeking students
    - Aligns with ARS regarding how students can be admitted to an Arizona Community College
      - Suggestion to change approval date to something more current to avoid confusion on all revision/effective dates
  - SPG 3501/AC is now Registration
    - Possibly a new SPG in the future for International Students
    - Retains the Residency Requirements from the old policy to remain in alignment with ARS
      - Suggestion to clarify language for number of items that students can/should present for Domicile
    - Verification of Lawful Presence (Tuition Assessment form, which will be renamed)
    - Does not pertain directly to dual enrollment students
      - Assessment tests will now be provided at the high schools to increase accessibility
  - SPG 3509/AA is now Placement Evaluation Process for Reading, Writing, Mathematics, and ESL Course Selection
    - Will use multiple measures to place students: transcripts, placement tests, recent course work, standardized tests (SAT and ACT), etc.
    - Policy for evaluation of International Students
    - Process for selection of placement measures and determinations of cut scores or placement levels – faculty directed
  - SPG 3105/DA is now Program and Service Review
    - Rewritten as a request of the HLC monitoring report
      - Defines processes that we are currently using and will be reviewed regularly to keep up with new methods and HLC feedback
RG 3105D (Program Review) is recommended for deletion

2.3 College Culture – Charlotte Fugett
   2.3.1 Institutional Climate Survey was completed
   - There are some areas that will need to be addressed and improved
     o Char and Bill Ward will work on this as representatives of the Chancellor’s Cabinet
       ▪ Will form a small steering committee to determine how to approach this, including people from the college and the Center for Community Involvement
       - Be composed of reps from all employee groups, Bill and Char, and Zelema as ex-officio
         o Desire is to provide a voice to all employees, including temporary staff and adjunct faculty
           ▪ Staff Council reps: Shani Stewart for Exempt; Mykle Zoback for Non-exempt
       - Meeting dates: May 9th, 16th, 22nd or 23rd, 29th or 30th; 8:00am-10:00am (is reassigned time for regular staff; temporary staff and adjunct faculty will be paid if not on assigned time). Location TBD
       - Info will be sent Staff Council and will also be presented to Faculty Senate tomorrow

2.3.2 Blueprint for Healing will be used as appropriate

2.4 Temporary Employee Task Force – Joe Langlois Co-chair with Debbie Yoklic
   - Working on the recommendations for the board
   - There is no definitive definition a temporary employee
     o A survey has been sent to temporary employees (Pima temporary, not agency) and has a 20% response rate
       ▪ Want access to a tuition waiver
       ▪ Some sort of PTO benefit
       ▪ Seeking more buy-in from the College to support them
       ▪ Many are seeking permanent employment with Pima or other organizations
   - Looking at how PCC fills positions and how temporary employees are assigned
   - Suggestion was made to include temporary employee representation in Staff Council
     o Also looking to other institutions models
     o Debbie Yoklic mentioned the creation of a policy manual for supervisors with temporary employees

2.5 Liaison Report – Mark Ziska
2.5.1 Update on campus president searches for CC, DC, DV, and NW
- 65 candidates that were strong, and that number was brought down to do Skype interviews (8 per day); 10 were invited to the campuses (1 withdrew, 1 had a death in the family, so 8 went through the process)
  - There are not enough candidates in the pool to fill all of these positions
    - 10 more have been identified from the original pool and two more days of Skype interviews will be scheduled next Thursday and Friday.
  - Hopefully interviews will take place the following week (during graduation week, which may be difficult with CLT)
- Chancellor wants to have all of the announcements made before faculty leave and set the start dates for all as July 1st

3. EMPLOYEE REPORTS – 9:55
3.1 AFSCME Report
- Email report sent that stated… "We are still in the Meet & Confer process and will be sending out update to all non-exempt staff next week. As always we welcome any concerns, suggestions, and questions from ALL staff and invite everyone to attend monthly division meetings as well as contacting your campus AFSCME stewards by email, phone, or just stopping by to say Hi."

3.2 ACES Report
- Movie night information will be sent out; will be open to all of Pima and their families
- Meet & Confer moving forward
- Stay tuned for more Lunch & Learn gatherings

4. COUNCIL REPORTS
4.1 Board of Governors Report – Don Harp
- Email was sent after the last BOG meeting
  - Last meeting featured student recognitions
  - Goal is to keep a positive tone and offer a solution when presenting to the BOG
  - Statements to be read at the BOG meetings will be sent out before the meeting

4.2 Campus/ District Report(s) and Updates
4.2.1 Downtown Campus
- Market on the Move is May 31st
- Campus president has put together a leadership team to look at campus improvements and begin work on strategic plan activities

4.2.2 District Office
- Grants One-Stop Center is now Grants Resource Office

4.2.3 West Campus
- Second strategic planning meeting is today
  - focus on chemistry and dental hygiene

4.2.4 East Campus
• Rummage sale and activities; proceeds will go to Pima Foundation account for scholarships for students with GED testing needs

4.2.5 Governance Council
• Finalizing bylaws and procedures/operation plans; will not meet between May and September (when students and faculty are gone); adjunct appointment still needs to be made; there are no BOG members active in the council

4.2.6 Desert Vista
• Market on the Move this Saturday

4.2.7 Pima All
• May 12th and 13th: Sexual Harassment training for all of those who supervise others; more trainings will be rolled out in the future; the Chancellor will go to each campus and help facilitate a training during these two days; Chris, Dena, Michelle, Kate Walker, Irma, and Rosa from HR will all be co-facilitating these trainings
• Non-Exempt Professional Development Day is June 11th at WC and will be catered by Little Mexico
• Exempt Professional Day is June 20th at DC
• Multicultural Convocation is tonight at 6:00pm at West Campus

5. OTHER BUSINESS
5.1 Staff Concerns
5.1.1 Smoking Ban
5.1.2 Non-Exempt Step Plan: lacks buy-in
• AFSCME is looking at developing a new tool and is benchmarking other institutions; hope to have a recommendation to the Chancellor by the end of May
5.1.3 Use of FMLA and the 10 day wait period to use donated leave

6. OPEN FORUM/QUESTIONS

7. ADJOURNMENT - Next meeting: Thursday, June 5, 2014
10:30 AM – 12:30 PM
Downtown Campus, Amethyst Room