Staff Council Meeting Minutes
Thursday, July 3, 2014
8:30 AM – 10:30 AM
Desert Vista Campus, F-219

Members Present: Dan Pinard, Laura Porfirio, Suzanna Saenz, Celia Tapetillo, Donna Cohn, George Ahlers, Jason Brown, Denise Dudoit, Chris Hauser, Kathleen Hernandez, Joyce Jaden, Sonia Jones, Aleksandra Knezevic, Stacy Lauver, Adrian Snellen, Sriura Weirich, Tanisha Arnett, Juan Diarte, Tanya Hawks, Desiree Maultsby, Jorge Caballero, Trisha Silva, Dennis Olson

Excused Absence: Mykle Zoback, Aurie Clifford, Jan Posz, Shani Stewart, Sandra Valdez, Jodie Valenzuela, Don Harp,

Unexcused Absence: Mary Jondrow, Mark Roybal,

Non-voting Members/Visitors/Guests: Dr. Erica Holmes, Dr. Dolores Duran-Cerda, Charlotte Fugett, Lee Nichols, Alison Colter-Mack, Lori Cox, Kate Schmidt, Kimlisa Duchicela, Suzanna Cruz, Delso Bosquez, Keri Hill

1. GENERAL MATTERS
   1.1 Introductions
   1.2 Agenda modifications
      1.2.1 No Chancellor report today
   1.3 Approval of meeting minutes from June 5, 2014 – approved
   1.4 Public comment and/or question(s) – none

2. BUSINESS
   2.1 Chancellor Report – none

   2.2 Provost Report – Dr. Dolores Duran-Cerda/Dr. Erica Holmes
      2.2.1 HLC Update
         • Writing furiously to have document ready to submit this month
         • Public comments have been received and incorporated as appropriate
         • All College Day is on 08/22 at TCC
         • Site visit on 09/15-09/17
         • Reminder: can make third party comments directly to the HLC
      2.2.2 Introduction of Dr. Erica Holmes (new Provost)
         • Has experience working in a multi-campus environment and she will have a presence at all of the campuses
2.3 HLC HR & Liaison Report – Charlotte Fugett, Lee Nichols, Alison Colter-Mack

2.3.1 New SPG for filling regular positions is now in effect
- Instructor Led Trainings will be available for supervisors, starting on Monday; this training will be included in the training series for new supervisors
  - Question: When will the calendar of new trainings be available?
    Answer: Supervisor training will occur first, with training for staff to follow soon after. Help from Staff Council will be appreciated to help develop the employee trainings
- Surveys will take place in six months to see how the new process is working
- Looking for volunteers to help test out the new surveys with a target completion date of Tuesday, 07/08 at noon
- Surveys will also take place looking at candidates, hiring advisory committees, etc. from the past six months to look for areas of improvement
  - Question: Is there a way that we can have more transparency when direct appointments are made and a competitive process is not used?
    Answer: Yes
  - Question: Will we continue to do admin appointments when faculty retire at last minute? Answer: The Provost’s office has a task force to look at faculty hiring. Administration can also choose to make a direct appointment

2.3.2 Employment stats
- Calendar year 2014-to-date, 100 new hires; 47% internal and 53% external. In June, 18 hires; 33% internal and 67% external

2.3.3 Outline of changes to Personnel Policy Statements
- The employee groups will meet with Irma Federico to review the changes and make sure everything is in place; new policy to be officially published by 07/11/14

2.3.4 OPD is changing to the Office of Organizational Effectiveness and Development. New director: Gary Cruz, starts on 07/14/14

2.3.5 HLC
- The project team has enumerated all of the HLC sanctions and is working daily
  - Plans to have a draft summary report ready by 07/11 for the Provost team
  - Plans to have monthly meetings with employee groups; also would like to meet monthly or quarterly with other leadership groups
- More site specific trainings will be planned (HR will come out to the campuses)
2.3.5.1 Duties/responsibilities for Char

- Char and Jeff Silvyn are still divvying up duties.
  - Char plans to spend mornings at DO (as HR VC) and afternoons at EC (as President)
- Char will not be chair of the Diversity Committee because she is planning to retire and this needs consistency

2.3.5.2 Direct Appointments: As of July 1, the new SPG requires a business case for a direct appointment (approval of Chancellor, Administrator of the area, and HR Chief). There will also be a notification to the Board

2.4 ePima—Kate Schmidt, Kimlisa Duchicela, Suzanna Cruz

2.4.1 In the Fall, the Chancellor charged them with looking at our distance education programming and asked them to make recommendations on where the College can go

- Summary of current programming, including: number of instructional designers; our focus on class masters; no scheduling consistency; no dedicated librarian or student services for online students; no clear expectations for instructors; no dedicated faculty training; no quality control for content or to ensure ADA or copyright compliance; no clear plan for educational technology; no way to evaluate or monitor instructors; no long-term planning; individual classes v. program promotion
- Online continues to grow at the College despite all of the above

2.4.2 HLC Standards:

- Online learning is appropriate to the institution’s mission and purposes
- Online is integrated into its regular planning and evaluation processes
- Proof of student support for distance students
- Curricula and assessment of student success are as rigorous as in traditional
- Proof of support to faculty for distance
- Faculty are qualified for distance
- Proof of compliance (copyrights, ADA)
- Proof of meaningful review, evaluation, assessment of quality

2.4.3 Creating a blueprint for an e-campus

- Recommendations:
  - Centralize all online offerings in one virtual campus, under a dedicated administration in order to improve distance education
    - Campus would consist of: Dedicated admin structure, Affiliated faculty, Program development and outreach, Quality assurance and continues improvement, CLT functions, Evaluation, Learning Management System and technical tools, Learning Management System and technical tools, Positions to exploit opportunities
  - Develop and implement quality standards and expectations for distance education which includes a cyclical review process
- Develop and implement a tiered training program for distance education faculty
- Develop new positions that ensure quality and innovation in distance education and educational technology
- Utilize the synergies developed in this new campus to promote innovation and quality across the college

2.4.4 Teaching, Learning, Quality
- A partnership between affiliated faculty, all campuses, and the CLT. Will require the creation of: A system of training, a system of oversight, a peer innovation group, a system of peer review, better methods of course design, support for all modalities
- Online chair positions with supervisory capabilities (has already been taken to Faculty Senate)
- Restructure the current resources of the CLT to better align with the scope of College needs

2.4.5 Next Steps
- Chancellor’s Cabinet has approved the recommendations
- Address HLC compliance issues
- Creation of a transitional team to develop an operational plan:
  - Core team: Kimlisa, Kate, Finance, CC President, Provost
- Other key stakeholders will be included in different ways
  - Ad hoc membership
  - Focus groups
  - Surveys of faculty, staff and students
  - Develop a phased timeline for rapid implementation

2.5 Internal Audit and Office of Dispute Resolution — Lori Cox

2.5.1 Office of Dispute Resolution (ODR) is a new office that will be the central investigator and database manager
- Internal Auditor will oversee ODR
- Purpose is to deal with employee relations
- ODR will be centralized and consistent oversight to address complaints and grievances from all constituency groups (students, employees, and community members)
- Responsibilities:
  - Conduct complaint intake and triage
  - Investigate complaints
    - Investigation exceptions are: complaints that allege violations of employment laws, equal education opportunity laws, or affirmative action law will be referred to EEO; complaints against the chancellor or board will be addressed elsewhere; student grade complaints will have a separate process
  - Provide oversight for the grievance process
  - Provide investigation assistance
  - Manage the central complaint and grievance database
2.5.2 Internal Audit responsibilities will remain the same

2.5.3 Employee relations responsibilities:
- Administers performance management evaluation tools
- Advises on the interpretation of college policies and procedures
- Conducts training on college policies and practices
- Counsels on administering disciplinary action and provides guidance on the disciplinary process
- Facilitates dialogue on employee/supervisor matters
- Manages the employee exit process
- Offers guidance in regards to employment rights
- Provides confidential counsel and direction

2.5.4 Complaint Steps
- Informal Resolution: The College encourages resolution of any complaint directly with the person involved. Ex: work schedule, loud music, workload imbalance
- Formal Complaint: if it is not appropriate or practical to seek resolution at the formal level, the formal complaint process will be followed
- To discuss or file a report:
  - Contact ODR directly at 4561
  - Email at resolution@pima.edu
  - File a report at the College’s compliance and ethics hotline at 1-888-503-8071 or visit complianceandethics hotline.ethicspoint.com
  - 14 calendar days is their hope for a resolution, but this may change to 30 calendar days as intake increases
- ODR launches on 07/21, but the web page will be live today
- Question regarding public record requests: Records can be requested because we are a public institution, but information can be recommended. Usually higher level positions are targeted for records release

3. EMPLOYEE REPORTS
3.1 AFSCME Report
- Delso is the newly elected chair. There are steward positions open and a call went out for representatives
- Union and nonunion members can be part of the Professional Development committee
- Meet and Greets will be set up to provide information at the campuses, to occur in September
- The task force to start working on the step progression plans and the evaluation tools will be announced next week
- Encourages everyone to get involved
3.2 ACES Report
  3.2.1 Daisy Rodriguez Pitel is the new President
  • The first Monday of every month, Char will be meeting with ACES
  • On 06/20 day, 90 employees attended Exempt Staff Professional Development Day
  • Task force being developed to examine step plans and evaluation tools; hope to have
    the group assembled by the end of this month
  • Next ACES meeting is 7/24/14 at DV

4. COUNCIL REPORTS
  4.1 Board of Governors Report – none
  4.2 Campus/ District Report(s) and Updates
  • Chris Hauser, due to extenuating circumstances, will have to step down. Jason will be
    the chair beginning in August, and an election for the next chair elect will occur then

5. OTHER BUSINESS
  5.1 Staff Concerns
  • Bring forward our support of the temporary staff task force

6. OPEN FORUM/QUESTIONS

7. ADJOURNMENT - Next meeting: **Wednesday, August 6, 2014**
   10:30 AM – 12:30 PM
   Maintenance and Security, Room 105