Staff Council Meeting Minutes
Wednesday, August 6, 2014
8:30 AM – 10:30 AM
Maintenance and Security, Room 105

Members Present: Dan Pinard, Laura Porfirio, Suzanna Saenz, Celia Tapetillo, Mykle Zoback, Donna Cohn, Cindy Gomez, Benetta Jackson, George Ahlers, Jason Brown, Aurie Clifford, Denise Dudoit, Chris Hauser, Kathleen Hernandez, Sonia Jones, Aleksandra Knezevic, Stacy Lauver, Jan Posz, Mark Roybal, Adrian Snellen, Shani Stewart, Juan Diarte, Jodie Valenzuela, Desiree Maulsby, Jorge Caballero, Don Harp, Torina Garcia, Dennis Olson

Excused Absence: Mary Jondrow, Sandra Valdez, Sriura Weirich, Tanisha Arnett, Tanya Hawks, Trisha Silva

Unexcused Absence: Joyce Jaden

Non-voting Members/Visitors/Guests: Dr. Erica Holmes, Dr. Dolores Duran-Cerda, Charlotte Fugett, Lee Nichols, Alison Colter-Mack, Debby Yoklic, Jeff Silvyn, Dr. Daisy Rodriguez-Patel, Delso Bosquez, Keri Hill, Yolanda Garcia

1. GENERAL MATTERS – 8:30
   1.1 Introductions
       • Mykle is serving as vice chair for Staff Council for the rest of the year
   1.2 Agenda modifications – None
   1.3 Approval of meeting minutes from July 3, 2014 -- Approved
   1.4 Public comment and/or question(s) -- None

2. BUSINESS – 8:35
   2.1 Chancellor Report – None
   2.2 Provost Report – Dr. Erica Holmes
       2.2.1 HLC self-study submitted last week
           • Site visit in September
             o The team from HLC will let us know which sites they will visit and which constituencies they want to speak with. This list is formed after they read the self-study
             o The team will want to know: how we support student success; more about our governance; how we support out mission
       2.2.2 All College Day – HLC update and focus on the future
2.3 HLC HR & Liaison Report – Charlotte Fugett, Lee Nichols, Alison Colter-Mack

2.3.1 Looking at a Supervision in the 21st Century Program
- Supervision principles, processes, policies, etc.
  - Looking to assist those who are already supervisors and those who may become supervisors
  - Two tracks
    - Academic
    - Non-academic
  - A survey will be sent out to gain feedback for building this program
  - Some of this training will be required (including a requirement for current supervisors)

2.3.2 Director of Organizational Effectiveness and Development to start next week
- Programmatic look at employee development
- Career Development will look at goal setting, looking internally, etc.

2.3.3 Non-Exempt and Exempt Step Progression Plan Task Force
- Recommendations to come in the next 6-12 months

2.3.4 HR Surveys
- Thank you to Staff Council for helping to test the surveys
  - 49% response rate for hiring manager/supervisor surveys, 1,000+ responses from the applicant surveys
2.3.5 Mark Ziska asked Lee to work on a Career Advancement project – looking at how to interview, how to prepare your materials, etc. Feedback will be requested
2.3.6 Recruitment for VC for HR will begin soon; Presidential recruitments to also begin soon; Interim leadership announcement for VC for IT will be announced soon
2.3.7 Aida Vasquez introduced – our new APM for Classification and Compensation
- Looking at new positions
- Starting up the job evaluation committee again
- Process for cyclical review will begin again and an announcement about that process will come out in @PimaNews

2.3.8 HLC and HR
2.3.8.1 Sanctions are being addressed

2.4 Governance Council/SPG 1401-AA – Debbie Yoklic, Mykle Zoback, Don Harp
2.4.1 SPG will be posted tomorrow so that the 21 day review will end on the 27th; special Governance Council meeting on the 28th
- Don Harp asks for additional input from the employee groups
2.4.2 A Governance Council web page is already in place and an email distribution list will be set up
2.5 Temporary Staff Task Force – Joe Langlois, Debbie Yoklic

2.5.1 Recommendations will be taken to Chancellor’s Cabinet in two weeks and Finance is working to determine the potential economic impact

- Suggestions included:
  - Ongoing temporary employee standing committee (Staff Council members are encouraged to participate)
  - Creation of a handbook
  - Development of a definition of temporary employee
  - Introduction of mandatory training for supervisors
  - Required new hire training for all new-to-Pima temporary staff
  - Training as a person moves from job to job
  - Conversion of a substantial number of temporary positions to regular positions (PCC uses more temps than any of our peers; put a two year time limit on temporary positions, requiring the position to be reviewed to see if it should be converted)
  - Tuition waivers
  - Paid time off and bereavement leave

2.6 Board Policy/SPG Review – Debbie Yoklic

2.6.1 20 are going to the next BOG meetings and will be posted for comment the next day

- Question about clarification of language for policy regarding Outside Employment

2.6.2 BP 4101 – Hiring

- New positions have to be justified at the BOG; no longer a wait time for the BOG to approve hiring—BOG is informed that the position was filled and then BOG will ratify it
  - For existing positions, hiring is done, person will start work, the name will be sent to the BOG to be ratified
  - In summary, the position and its funding are approved by the BOG, not the individual that fills the job

2.6.3 New policy regarding appointments went into effect as of July 1\textsuperscript{st} and one person (an interim appointment) has been through the process

2.6.4 Comments on SPGs and BPs can be sent anonymously by sending them through Don Harp (who will act as a spokesperson) or any other employee representative, who will then forward them to Debbie Yoklic

3. EMPLOYEE REPORTS –

3.1 AFSCME Report

- Non-Exempt Step Progression Plan Task Force will meet on August 7\textsuperscript{th}
- Delso will be stepping down as Chair, and Desiree will serve as acting until a new election takes place

3.2 ACES Report

- Exempt Step Progression Plan Task Force
Members were selected based on work sites, years of service, and a variety of other attributes.

- David Doré will serve as the administrator
- Alison Colter-Mack will serve as the HR rep

- ACES sent a letter to the HLC with their comments regarding PCC’s progress; this letter will be available on the ACES website

- ACES Goals
  - Make our professional development fund request form available to be submitted electronically
  - Create a mentorship program
  - Lunch & Learns will continue so that those who benefit from PD funds can report back on their experiences
  - Create a workshop series, How to Land the Job You Want, to assist people with moving up as leaders at the College

4. COUNCIL REPORTS –
   4.1 Board of Governors Report – Don Harp
      - Process: Don submits the report in writing before the meeting
      - Do we have any strategies for how he can present to the BOG that provide more variety than just summarizing the report?
        - It is suggested that each issue is brought forward as well as some research on the topic and some suggestions for how to improve it
        - It is also suggested that Staff Council starts running its own events again and then we can report back

   4.2 Campus/ District Report(s) and Updates
      4.2.1 Marketing/Advertising – Jorge Caballero
         - Shirts featuring a design from a WC student will be sold (1 for $10, 2 for $15); please contact Mykle
         - If you are interested in ordering Staff Council polo or tee shirts, please let Jorge know

      4.2.2 Institutional Climate Workgroup – Shani Stewart, Mykle Zoback
         - Chancellor’s Expectations
           - What the new world for PCC will look like; letting go of the past to achieve the new vision
           - What do we want and how do we want to get there?
         - Institutional Climate Cooperative (ICC) will be formed containing 26-27 members from across the College
           - Creating a culture of excellence
           - Developing a high-functioning workforce
           - Remembering that we are student-centered
           - Making PCC the community partner of choice
         - Will be presented at the next BOG meeting
         - A web page will be created

   4.2.3 IT
      - Google Apps has been released for College employees to use
• IT is piloting Gmail as our email provider
• On the Intranet, employees can go to IT Software and follow a link to find software that employees can purchase

5. OTHER BUSINESS –
   5.1 Staff Concerns – Jason Brown
   • Establishing an identity for Staff Council
   • Training and development for members of Staff Council
   • Jorge proposes that we do a drive for AVIVA in later months – they will take clothes (especially socks and underwear for all ages), school supplies
   • Jason proposes that we pick one meeting place for next year to make it easier for our presenters

6. OPEN FORUM/QUESTIONS
   6.1 Suggestion for a BOG subcommittee to help craft the ideas that are presented
   6.2 Suggestion made to form a group to take a look at Staff Council by-laws
   6.3 Clarification asked regarding role with Faculty Senate – Chair Elect attends Faculty Senate; Jason will meet with Kimlisa a couple of times a month to coordinate efforts
   6.4 Question asked about whether student representative from the Governance Council should/could attend Staff Council meetings

7. ADJOURNMENT – Next meeting: **Thursday, September 4, 2014**
   8:30 – 10:30 AM
   West Campus, Community Room J-G05