Staff Council Meeting Minutes
Thursday, September 4, 2014
8:30am – 10:30am
West Campus, Room J-G05

Members Present: Dan Pinard, Laura Porfirio, Suzanna Saenz, Celia Tapetillo, Mykle Zoback, Donna Cohn, Cindy Gomez, Benetta Jackson, Jason Brown, Denise Dudoit, Chris Hauser, Kathleen Hernandez, Joyce Jaden, Sonia Jones, Aleksandra Knezevic, Stacy Lauver, Jan Posz, Mark Roybal, Adrian Snellen, Sandra Valdez, Sriura Weirich, Tanisha Arnett, Juan Diarte, Desiree Maultsby, Trisha Silva, Don Harp, Torina Garcia, Dennis Olson

Excused Absence: Mary Jondrow, George Ahlers, Aurie Clifford, Shani Stewart, Jodie Valenzuela

Unexcused Absence: Jorge Caballero

Non-voting Members/Visitors/Guests: Lee Lambert, Dr. Erica Holmes, Charlotte Fugett, Lee Nichols, Alison Colter-Mack, Gary Cruze, Jeff Silvyn, Dr. Daisy Rodriguez-Patel, Keri Hill, Francisco Mendoza

1. GENERAL MATTERS
   1.1 Introductions
   1.2 Agenda modifications – none
   1.3 Approval of meeting minutes from August 6, 2014 – approved
   1.4 Statement by Staff Council Chair – Jason Brown
      • Jason expressed how Staff Council should approach the issue of representation of non-exempt staff. Staff Council stay neutral on this issue and work with whichever group the BOG selects
        o Explanation regarding the statement: there is a petition going around asking to have AFSCME removed as the representation for the non-exempt staff and to call for an election (per BP 4001) to vote for representation
   1.5 Public comment and/or question(s) – none

2. BUSINESS
   2.1 Chancellor Report – Lee Lambert
      2.1.1 Chancellor Lambert discussed what was happening at the Federal, State and Local levels.
      • Work with the AACC
        o Movement to evaluate the cost of textbooks and materials
Looking at the notion of a “pay it forward” method for paying for college; students will pay for their tuition after completing their degrees, and those monies will help assist with the costs of attendance for the next generation of students. Over 20 states are working on this type of idea for community college students.

- At the state level, the K-12 system sued the state of Arizona and won. The state is now in arrears because of the money owed to K-12, and they may take money away from higher education to make up the difference.
  - PCC needs to evaluate the financial health of the College to plan for next 3-5 years.
  - Need to examine student services, curriculum gaps, and scheduling. An educational master plan will be developed to help address our financial health.

- Making opportunities for Pima to put itself on the map through outreach (including internationally). This semester we have 50 visiting students from Mexico, and we are also looking to make connections with Korea and China.
  - Question: What are we doing to be a part of our community?
    Answer: Community now lends itself to a more global meaning. If we can bring people to PCC, we can foster a global community, develop diplomacy, and create new learning opportunities.

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2.2 Provost Report – Dr. Erica Holmes

2.2.1 HLC Visit starting on 09/15
- They will be visiting with specific groups and representatives.
- Keep your schedule flexible in case they want to speak with you/your department.
- The schedule is very tight and the group will be moving to several locations.
- Revisit the HLC materials online.

2.2.2 Attendance Tracking
- PCC is an attendance taking institution and has always had an attendance policy.
  - Audits have cited us for not reporting our attendance, and we need to report attendance because of requirements for Title IV (Financial Aid) and other programs and external agencies that require attendance reporting. These efforts will move the College into compliance.
    - Currently, the College-wide tool that we have is Banner and the Attendance Tracking Module. The College is also reviewing additional products and will work with vendors to research new options to meet compliance and faculty and staff needs.

2.2.3 Developmental Education Redesign
- A new Director will be hired.
- Student Services redesign is being implemented.
• AVC for Accreditation is currently open
  o Person will work with HLC and with program-level accreditation
  o Will help with reports and standards, staying current with information, and ensuring compliance
  o Position reports to the Provost

2.3 HLC HR & Liaison Report – Charlotte Fugett, Lee Nichols, Alison Colter-Mack

2.3.1 Dr. Gary Cruze, the new Director for Organizational and Effectiveness Development was introduced and addressed the group. He is originally from Tucson and has worked at a variety of institutions as faculty, staff, and administration. He has 10 years of experience working with Honeywell.

2.3.2 Announcements from HR:
  • New programs will be rolled out soon to develop leadership and subject matter expertise and to focus on career development
  • The job evaluation committee (for cyclical review) has been re-launched and the information can be found on the Intranet
  • The new HR website was launched yesterday and feedback is welcome
  • Employment stats for August: 15 recruitments were initiated; 18 selected for regular and 5 for acting. Since 2012, time to hire has gone from 56 to 38 days; 563 ePARs are averaged per month
  • VC of HR position recruitment: as of Tuesday 9/2/14 24 applications received

2.3.3 Changes in response to HLC
  • User-friendly new website
  • HR has adopted a new slogan “HR, living the name” referring to community in community college and they are serving as a quality resource
  • A vendor has come in and looked at HR’s structure and processes. The process will start after October 1st
  • An RFP has gone out for an executive search firm to help with the new President and VC for HR searches
  • Institutional Climate recommendations were approved by cabinet. Shani, Mykle, and Chris H. will serve as Staff Council representatives. Char, Bill Ward, and Rachelle Howell will come up with a communications plan
  • The temporary employee task force recommendations have been taken to cabinet and are in process

2.4 Aviva Toy Drive – Monica Durand
  • Monica provided an overview of the services provided by Aviva. Some of the new and on-going activities for Aviva include:
    o Building an outdoor playground for children and their parents to have supervised play visits
    o A Pajama Sew-a-thon is set for 9/27/14; volunteers are welcome to help with sewing, cutting, and ironing
    o Holiday drive is getting ready to start to provide newborns to 18 year olds with gifts at the holiday. This is a project that Staff
Council will participate in this year. It was noted that gift cards are especially helpful for teenagers as they are hard to shop for—counselors will accompany them to store to make sure purchase is appropriate.

- Mykle has agreed to lead the efforts this year and a representative from each campus will assist

3. EMPLOYEE REPORTS
   3.1 AFSCME Report
   - PD fund status: the committee has received 104 applications; 102 have been approved for a total of $92,300 of the $100,000
   - New Chair is Mike Gonzales
   - Update on status of task force – deadline moved to June

   3.2 ACES Report
   - New grievance review board. First general meeting is 09/25/14 at DO, 3:00pm-5:00pm
   - Advises that exempt staff turn in their Step Progression Plans—deadline is 10/31/14
   - Aleksandra ordered 300 “I love Pima” shirts—suggestion is to wear when HLC is at your campus

4. COUNCIL REPORTS –
   4.1 Board of Governors Report
   - Our representative, Don Harp, stated instead of just repeating our meeting to board he thanked them for allowing us the opportunity to bring items to the Board; he also suggested we wait until after HLC to see what needs are requiring attention and focus the board on those at a later date.

   4.2 Campus/District Report(s) and Updates
   - CC: New President, Lorraine Morales, is seeking feedback on the strategic plan
   - WC: HSI STEM grant is finishing its third year and there is a new chemistry lab; WC is also hosting the 50 students from Mexico, who are working with 16 PEER leaders; CFA is up and running – Stuart Little is the first show and the entire season is listed online
   - DV/Aviation: two new programs are up and running

5. OTHER BUSINESS –
   5.1 Staff Concerns
   - Next BOG meeting happens during the HLC site visit; discussion tabled until October meeting

   5.2 Parliamentarian Election
   - Chris Fox has volunteered to serve the remainder of the term

   5.3 Election Committee Volunteers
   - Benetta has volunteered to serve as lead
6. OPEN FORUM/QUESTIONS
   6.1 Suggested that we develop a training for Staff Council representatives, to run next year when the new members start
   6.2 Suggested that we send the minutes out electronically sooner so that we can share them with our constituencies. Also suggested that we look at social media or make the audio recording available sooner. Dan Pinard suggests that whatever we do, we make sure that it is consistent and accurate
   6.3 Daisy suggests that we remind the rest of the College who is in Staff Council. Don is working with his campus to share information. There is discussion that maybe we should look at this from a campus standpoint

7. ADJOURNMENT – Next meeting: Thursday, October 2, 2014
   8:30am – 10:30am
   East Campus, Community Room