Staff Council Meeting Minutes
Thursday, September 4, 2014
8:30am – 10:30am
East Campus, Community Room

Members Present: Dan Pinard, Laura Porfirio, Suzanna Cruz, Mykle Zoback, Donna Cohn, Mary Jondrow, Cindy Gomez, Benetta Jackson, George Ahlers, Jason Brown, Aurie Clifford, Denise Dudoit, Kathleen Hernandez, Joyce Jaden, Sonia Jones, Aleksandra Knezevic, Stacy Lauver, Mark Roybal, Adrian Snellen, Shani Stewart, Sandra Valdez, Sriura Weirich, Juan Diarte, Jodie Valenzuela, Vanessa Moon, Marilyn Harper, Trisha Silva, Don Harp, Torina Garcia

Excused Absence: Celia Tapetillo, Chris Fox, Dennis Olson, Tanisha Hogan

Unexcused Absence: Jan Posz

Non-voting Members/Visitors/Guests: Charlotte Fugett, Lee Nichols, Dr. Daisy Rodriguez-Pitel, Keri Hill, Desiree Maultsby

1. GENERAL MATTERS
   1.1 Introductions
   1.2 Agenda modifications – none
   1.3 Approval of meeting minutes from September 4, 2014 – approved electronically 9/15/14 Note: this item is being removed after this month as minutes will be approved electronically
   1.4 Public comment and/or question(s) – none

2. BUSINESS
   2.1 Chancellor Report – comments sent
      2.1.1 Debbie Yoklic has told Jason that it can be difficult to get the revised policies to Staff Council before they go the BOG and out for public comment.
         • Suggestion made to send them out as soon as available and comments can be made by email
         • HR related SPGs and policies will still be brought to Staff Council per recommendation of VC of HR, Char Fugett
            o Motion made and passed to adopt this process with HR remaining the same

   2.2 Provost Report – Dr. Dolores Duran-Cerda on behalf of Dr. Erica Holmes
      2.2.1 HLC Visit 09/15 – 09/17
         • HLC sent 9 representatives to visit for the 3 days
The chair of the visiting group said we made a “Herculean effort” to accomplish what we did given the time we had.

The hearing will occur in December – HLC has parameters on who can attend the meeting: chancellor, provost, and board chair.

Fast action teams are continuing to work and evidence is still being collected on changes made that didn’t have enough time to produce results.

Looking at our progress, PCC could be taken off probation but still be monitored by the HLC and continue to produce reports.

How to communicate to the public our progress is being examined.

2.2.2 Distance Education Program and General Education

- Dr. Holmes has provided many opportunities for people to provide input, including a chance to name the new PCC distance education program.
- Distance Education forums have been scheduled at East Campus on 11/19 and Downtown Campus on 11/21. Please direct questions to Kimlisa Duchicela or Kate Schmidt.
- Currently recruiting for a Director of Developmental Education; each campus will have a committee that will be guided by person.
- PCC is moving to adopt and implement a new statement on general education. Please direct any comments to Jennie Conway by 10/15.

2.2.3 Attendance Tracking and Title IV Audit

- PCC received a finding after the Title IV audit for failing to properly record drops/withdrawals. The College has been working since last year to benchmark other schools and to improve our attendance policies.
  - Possible ramifications of the findings in the Title IV program include Pell Grants, Perkins Loans, Direct Loans, and other forms of federal student aid. A report is due 10/8/14 to address the findings in the audit.
    - One outcome has led to the realization that Financial Aid needs to hire more personnel, including a principal analyst.
  - Currently, the College-wide tool used for attendance tracking is not as efficient as needed. The College is reviewing additional products and will work with vendors to research new options to meet compliance and faculty and staff needs.
    - Suggestions were made to increase communication with adjunct faculty and support staff that assist with attendance tracking to close some gaps in the process.

2.3 HLC HR & Liaison Report – Charlotte Fugett, Lee Nichols

2.3.1 Char commented that the overall feel was positive regarding the HLC visit and thanked everyone for their effort in moving the college forward.

2.3.2 Announcements from HR:

- HR has systematized work and is providing more communication and feedback and acting in an inclusive manner.
- Administrative appointments are now recorded through a written process.
Example of the process was the appointment of Jennie Conway to Acting Registrar

- Employment stats for September: 24 recruitments were initiated; 32 selected for regular positions (11 internal and 21 external). For the year the new hire totals are: 39% internal and 61% externals. For September the number of ePARs doubled: 417 in August and 921 for September
- VC of HR position recruitment: looking for a representative from Staff Council to serve on the hiring committee; suggestion made that it should be an officer but anyone interested could send email to Jason—selection process would most likely involve an interview with HR and Jason to pick best fit for committee

2.4 Aviva Toy Drive – Mykle Zoback
- Flyers have been sent and locations designated at campuses for boxes
  - Missy Blair, Acting Program Manager at Truck Driver Training Program, suggested we do a “Stuff the Truck” event using one of our trucks from the program
    - Suggestion made to have the truck travel to the different campuses for “filling”
    - Mykle will work out the details and send out notices

3. Employee Reports

3.1 AFSCME Report
- On 9/30/14 the non-exempt staff voted to keep AFSCME as their representation
  - Brown bags will be set up at campuses to receive feedback
- PD funds have been allocated and any future requests will be placed on waiting list along with those unable to be filled at present time
  - Step Progression and Performance Evaluation task forces have been created
- Grievance Review Board representatives have been selected
- Division meetings will be on the 3rd Thursday of the month

3.2 ACES Report
- First general meeting was 09/25/14 at DO
  - New members welcomed and new officers introduced
  - 58% of exempt employees belong to ACES
    - 100% of East Campus exempt staff are members
- Working on Step Progression and Performance Evaluations
- Upcoming events
  - Meet Me at Maynards event to support PCC Athletics
  - 11/7/14 “Eggceptional” workshop at The Good Egg
  - 11/15/14 Food Drive for Community Food Bank
  - 11/20/14 Breakfast at Lodge on the Desert to discuss Meet and Confer process/items
4. COUNCIL REPORTS –

4.1 Board of Governors Report

- Our representative, Don Harp, stated support regarding the HLC site visit at the last BOG meeting.
- Possible item to bring forward: short staffing in various areas such as financial aid, science labs, etc.
  - Char stated that one of the Chancellor’s goals is to complete a full analysis of staffing across the College and suggests that Staff Council can offer their support for this effort
  - Comment made that the Business Intelligence group that was here earlier this year referenced this item as well; report pending
  - Comments made in regard to staffing levels and ramifications to students (i.e. transcript evaluation)
    - Currently takes up to 18 months for evaluation and this has multiple levels of impact to the student (i.e. monetary, transfer, enrolling at PCC)

*NOTE: Further research by Staff Council members has shown... The oldest transcript waiting in the queue is 12 ½ weeks. The Transcript Evaluation Request Form lets students know that it takes a minimum of 6 weeks for an evaluation to be completed. There have been extenuating circumstances for the last few months that have led to the delay for our students. Staff are working hard to reduce the delay in evaluations. Now that the bulk of the Veteran’s processing is completed, a normal shorter evaluation window is projected.*

- Suggestion made to change set up of meetings of Staff Council to allow for more discussions and working groups on items to board and those items Staff Council wants to move on
- Suggestion made to add Governance Council to agenda as stand-alone item
  - Council is advisory board and does not participate in M/C
  - Recommendation made to have one rep from Staff Council on board be exempt and one non-exempt; currently both reps are non-exempt

4.2 Campus/District Report(s) and Updates

- DC: is turning 40—stay tuned for celebrations/events
- Michael Tulino will be the new Director of User Support Services
- Adult Ed hired full time instructors for the first time since 2006
- Facilities will be conducting a college-wide key audit starting next week with Northwest Campus. A checkup will then occur annually
- WC: Center for the Arts: “A Piece of My Heart” will be presented at the Black Box Theater and the campus hopes to connect this event with a veterans’ symposium

5. OTHER BUSINESS –
5.1 Staff Concerns

- Suggested this item be combined with item 4.1 in future

5.2 Election Committee Volunteers – Benetta Jackson/Mykle Zoback/Jason Brown

- Survey will be sent out for call for nominations
  - Rep from Staff Council contacts nominees to see if accept and describe the time/work commitment
  - Rep contacts winners; congratulation email then sent by Jason on behalf of staff council
  - Question raised about the security of the voting process
    - Jason will work with Benetta to individualize the survey so people can only vote once

6. OPEN FORUM/QUESTIONS

6.1 Suggestion made to have our Staff Council meetings at Downtown Campus and hold the meetings before Faculty Senate to cut down on room setups and travel. This would also move the meetings back to Friday mornings at 8:30 am. Jason will look into this and email out the schedule

- First couple months the meetings may have to be either later in the morning (i.e. 10 – 12) or in different room
  - Jason will follow up with schedule options

6.2 Everyone encouraged to watch the live stream of the Board of Governor’s meetings. They are a great source of information about the College and our processes

6.3 Daisy encouraged everyone to look into being involved with the various councils/committees that will be created by each campus president

7. ADJOURNMENT – Next meeting: **Thursday, November 6, 2014**

8:30am – 10:30am

Community Campus, A 109/112