Staff Council Meeting Minutes
Thursday, November 6, 2014
8:30 AM – 10:30 AM
Community Campus A-109/112

Members Present: Dan Pinard, Laura Porfirio, Suzanna Cruz, Mykle Zoback, Donna Cohn, Mary Jondrow, Cindy Gomez, Jason Brown, Aurie Clifford, Denise Dudoit, Kathleen Hernandez, Joyce Jaden, Sonia Jones, Aleksandra Knezevic, Stacy Lauver, Jan Posz Mark Roybal, Shani Stewart, Sriura Weirich, Tanisha Hogan, Trisha Silva, Torina Garcia

Excused Absence: Celia Tapetillo, Benetta Jackson, Adrian Snellen, Sandra Valdez, Juan Diarte, Jodie Valenzuela, Vanessa Moon, Marilyn Harper, Don Harp

Unexcused Absence: George Ahlers, Dennis Olson

Non-voting Members/Visitors/Guests: Erica Holmes, Dolores Duran-Cerda, Charlotte Fugett, Lee Nichols, Allison Colter-Mack, Jeff Silvyn, Dr. Daisy Rodriguez-Pitel, Keri Hill, Chris Fox

1. GENERAL MATTERS
   1.1 Introductions
   1.2 Agenda modifications
      • Dr. Doré is not able to be here today
      • AFSCME representative is not able to be here today
   1.3 Public comment and/or question(s)

2. BUSINESS
   2.1 Provost Report—Dr. Erica Holmes
      • HLC and Strategic Planning
         o Campus and department operational plans are available online
      • Executive Director of Developmental Education
         o Thanks to all who attended the forums
      • AVC of Accreditation
         o Forums will be at Downtown Campus next week
      • Registration
         o On-Time Registration has begun – emails have been sent out. Contact Aubrey Conover with any questions

   2.2 HLC HR & Liaison Report—Charlotte Fugett, Lee Nichols, Alison Colter-Mack
      • Update on Baker Tilly
         o Today is the last day of their visit. They talked to a lot of folks and gathered a lot of feedback
- Preliminary report will come out in December, before the PCC visit to the HLC in Chicago on 12/09
- Exit interviews are moving online; starts 12/01
  - HR will be able to collect metrics and look at trends
  - Strata Information Group consultants went over the recruitment process, from the beginning of the recruitment to the first paycheck
  - HR will be requesting volunteers to test the new systems that are developed as the outcomes of this process
- VC for HR recruitment is under way. Three candidates will be moved forward to the next phase and an announcement regarding forums will be out soon.
- Institutional Climate Cooperative: it is not too late to volunteer to serve; please send an email to Char if you would like to serve
- Faculty recruitments are currently open; committees will be convened after the holiday break

2.3 Board Policies for Review and Public Records discussion—Jeff Silvyn

- Explanation of how the BOG will execute authority
  - State of Arizona → Arizona Revised Statutes → Certain Authorities Granted to the PCC BOG → Policies (goals), Administrative Procedures (general how), and Operational Manuals (specific how)
    - Currently, PCC system is comprised of Board Policies, Regs, SPGs, and Manuals
      - New system will help clarify our basic standards and their implementation with the goal of ensuring compliance
        - Goal implementation date: June 30, 2016
      - There is a compliance team that will come up with a calendar and a template to make sure that our business processes align with compliance processes; identify, update, and review processes to keep up with the ever-changing legislation
        - Every unit will have a compliance lead/liaison
          - Compliance Team → Compliance Lead → Compliance Template
      - Considerations will be made for how this will affect the Meet & Confer process
      - Communication will be key to this process
      - Process will help prepare for audits and other reviews
        - Suggestion made to use the media services at the College to disburse this information;
        - Comment made that reaffirms the necessity of this and how it will change College culture for the better
        - Question asked as to how this will affect current working groups and standing committees?
    - Board Policies will be grouped into fewer areas and all will be renumbered to make things more coherent and easy to reference
    - This process has started with the Chancellor’s Office and will move on to the Provost’s Office

- Public and Personnel Records
  - Arizona has a very expansive public records law and, with few specific exceptions, PCC’s records are transparent
Personnel files are not an exception and will be given when requested (minus some details like SSN, addresses, etc. that could result in identity theft potential)

A policy has been drafted for this process. Normal practice for public records requests is similar to what MCCCD does: when a request comes in, it is practice to notify the employee ahead of time and help them work through any questions or concerns

- Questions asked about Background checks – Are they subject to public records requests? How long are they kept by the College?
- Questions on requests: How many records requests do we get? How much time is spent on this process?
  - Jeff’s office receives lots every day, many regarding students and their prospective employers and schools; we also get requests from government employers and subpoenas with regard to divorce, child support, disputes, etc. The newspaper regularly requests records as do current/former employees and candidates not selected for positions
  - Angie Wesson coordinates the responses to these requests and contacts the departments responsible for completing the research
    - Question: When is information redacted?
      - Answer: Depends on who is making the request and who the subject of the request is; at least two people review redacted records to ensure confidential info has been removed

- We need to work on our Records Management and come up with a set of uniform systems and policies
- The state maintains a retention schedule for documents
  - Question: Is there a charge for records requests?
    - Answer: Not yet, but the draft policy will look at how to charge (especially if a certain number of labor hours are spent completing the request). Charges can also be assessed based on a cost per page for copying

3. **EMPLOYEE REPORTS**

3.1 **AFSCME**

3.1.1 No report today

3.2 **ACES**

- The Step Progression Plan committee will be reviewing survey results at their next meeting; the results will be shared at the next Staff Council meeting
• Breakfast at Lodge on the Desert for Meet & Confer
• ACES Meet & Confer Team will be composed of six employees
• ACES BBQ was a success raising $7,275.26 which was approximately $1,000 more than last year; the Aviation Center also participated as a separate site this year
• Clery Act Training was this week; people will be recruited to serve as Campus Security Authorities to assist with student trips and activities

4. COUNCIL REPORTS

4.1 Board of Governors Report
• No report today

4.2 Campus/ District Report(s) and Updates
• Stuff the Truck Event starts 12/01 and ends 12/05
  o Two volunteers needed for each campus—M & S to take to Desert Vista and District to take to Community
  o The truck will visit five campuses-ending at Community and going to Aviva
• Downtown Campus: 40th Anniversary Celebration on 11/15
• West Campus
  o 11/11: Free showing of A Piece of My Heart
  o 11/16: Veteran’s Symposium at DC
  o Has been sharing the approved Staff Council minutes with the campus each month
  o West and Downtown Campus are partnering for International Education Week, including an event to teach students about Study Abroad programs. Will occur the week of 11/17
• District: HR will participate in a job fair at the Veteran’s Hospital at Ajo & 6th on Saturday, 11/08

5. OTHER BUSINESS

5.1 Staff Concerns

5.2 Election Committee report
• Election Update: a flood of nominations have come in. The surveys will be available at the end of next week. The voting window will be open for seven days

6. OPEN FORUM/QUESTIONS

• Will there be a gift exchange at the December meeting? To be determined by email but most likely yes.
• Meetings will be moved to Fridays, before Faculty Senate, starting in January

7. ADJOURNMENT – Next meeting: Thursday, December 4, 2014
   8:30 – 10:30 AM
   Desert Vista Campus, Ocotillo Room