Members Present: Delso Bosquez, Suzanna Cruz, Cameron Purdie, Donna Cohn, Janette Valencia, George Ahlers, Jason Brown, Ouatfa Chuffe-Moscoso, Aurie Clifford, Chris Fox, Alex Gonzalez, Sonia Jones, Sean Mendoza, Jan Posz, Adrian Snellen, Tatiana Thompson, Jeff White, Jorge Caballero, Juan Diarte, Trisha Hogan, Christine Cameron, Vanessa Moon, Bobby Burns, Don Harp, Dennis Olson, Cari Urbalejo

Excused Absence: Joanne Kingman, Dan Pinard, Laura Porfirio, Mary Jondrow, Jaime Calvao, Gloria Coronado, Kathleen Hernandez, Aleksandra Knezevic, Carrie McLaughlin, Shani Stewart, Alicia Rosales

Unexcused Absence: Cindy Gomez, Benetta Jackson, Yolanda Espinoza, Chris Hauser, Marilyn Harper,

Non-voting Members/Visitors/Guests: Dr. Erica Holmes, Dolores Duran-Cerda, Charlotte Fugett, Debby Yoklic, Daisy Rodriguez-Pitel, Francisco Mendoza, Jamie Wade, Miranda Schubert

1. GENERAL MATTERS
   1.1. Introductions
   1.2. Agenda modifications
   1.3. Public comment and/or question(s)

2. BUSINESS
   2.1. Provost Report—Dr. Erica Holmes
       - HLC update
         - Response from January hearing and updates online
         - Recommendations will go to HLC Board of Trustees Feb 26 & 27
         - Final determination regarding accreditation status within 30 days max of hearing
           - Leaning toward being placed on “Notice Status”
         - Significant progress must be made prior to visit in October 2016
           - Different units may take the lead on certain items, but accreditation is everyone’s responsibility
           - October 2016 visit will be similar to past visit/processes
         - New Vice Chancellor of Accreditation, Bruce Moses will start March 2nd and work closely with Project Management Team
       - Developmental Education
         - Jeff Thies is the New Executive Director of Developmental Education
           - PCC sent a team to a national conference regarding Dev Ed redesign; conference was by invitation only
           - More information about our dev ed redesign initiative can be found online, under College Reports
       - On Time Registration (OTR)
         - Implemented this semester for first time; some problems and additional training needed
         - No significant impact on enrollment attributed to OTR
         - Still up to individual faculty to allow students into classes
External evaluator came to take a look at how we schedule classes; Retreat scheduled for February 12th for VPIs/Deans to discuss scheduling, increasing late start classes, possibility of getting rid of paper schedules, pros/cons of OTR, etc.

- Temp Staff/Adjunct Faculty Taskforce
  - Many of the recommendations for adjunct faculty fall under purview of Provost’s Office
  - Work is underway to implement the various initiatives
  - Some of the items also fall under the purview of HR so a partnering will take place on those items

2.2. HLC HR & Liaison Report—Charlotte Fugett

- Baker Tilley Report
  - Will be posted by February 11th
  - Dealt with HR processes for the college
    - Stated 19 findings and 7 broad categories that included:
      - collaborative leadership;
      - clearly defined roles in decision-making (want decisions to be made more locally at the campus level);
      - alignment of HR focus with campus and program needs;
      - policies and procedures that are compliant;
      - responsiveness of services;
      - need to enhance college-wide training in a number of areas
  - Study noted recent improvements, such as implementation of task forces, more information being posted online; implementation of internal hiring process; more inclusiveness on the part of HR college-wide, they didn’t believe PCC was effectively managing its human capital; HR processes college-wide are confusing and sometimes conflicting; the way policies and procedures are developed need to be reviewed. Reduce silos, foster collaboration. Not functioning at strategic level, but at a tactical level. Noted high turnover of lead position of HR, which had negative impact on department (5 in the last 18 months).
    - Recommendations included:
      - Decentralization vs. centralization: recommends retaining centralized services, but to also have a presence at the campuses
      - Six directors be reduced to four
      - Generalist roles be created to be able to serve as point people for various issues at the campuses
      - Adding compliance position
    - Should be noted:
      - these are not cost-saving measures, but recommendations for creating a higher level HR department that serves employee needs effectively
      - Large part of report concerns competencies of HR staff
      - Forming employee workgroups to look at the various areas will likely take place
  - The report calls for a culture change within the college. Shared responsibility is emphasized

- STEP and Raises
  - Recommended STEPs be completed, even though everything is Board budgetary review
  - Still do not have definitive answer regarding whether or not banking step hours will be allowed
  - Raises not scheduled to occur this year

- Meet & Confer
  - BOG gave directives for M/C based on the concerns stated by HLC
2.3. IT Update—Cindy Dooling

- Gmail migration
  - Pilot had 82 participants from DTC and DV
  - Each campus location will have a primary coordinator to implement
  - Train the trainers will be held, and will be scheduled in OED. Multiple formats.
  - Migration will start in mid-March and completed by May.
    - Staff will be able to self-select when they want to move over
    - Suggestion is that work groups move at same time so all on one system
- Management of printers/copiers being reviewed
- Pay for print service is being evaluated
- New videoconferencing option: Blue Jeans
  - Capability of using it from anywhere—desk, mobile device, etc.
  - Contact IT if interested
- Annual password strength test
  - Messages will be sent if program views your password to be “crackable”
- MyPima is changing
  - No current plans to redesign the main PCC website due to expense

2.4. Board Policy Review Update—Debbie Yoklic

- BP 1401: Only change is name Governance Council to All-College Council
- 18 current board policies posted on Jan 22 for review
  - Will be up until Feb 12 for comments, suggestions, etc.
  - Click on “About Pima,” then click “Policies,” and find the “Open for Comment” section
- Every Board policy is being reviewed.
  - March is the target to implement a new numbering system
    - Policies will be organized according to areas of responsibility
      - Moving to a two-tiered numbering system rather than the current three
      - Whole process has to be finished by June 2016
- DSR SPGs
  - Three are proposed: two are revisions—service animal procedures; determination of eligibility for service animals, documentation required, etc.; one is a new policy: creation of community advisory group for DSR, would be comprised of reps from advocacy groups so that they can give input regarding support of students with disabilities, etc. Will be posted on Monday for review, comments, suggestions

3. EMPLOYEE REPORTS –

3.1. AFSCME Report

- Jan 14 survey sent out, results compiled on the 21st regarding meet and confer
  - Representative didn’t have information regarding response rate/results of survey
- Working on promoting inclusion across the non-exempt group
- March 5, 7PM is next division meeting
- Request was made for the chair of AFSCME to attend a staff council meeting
- Comments were made regarding:
  - Timing of survey
  - Shortness of duration of availability
  - More explanation/guidance if another survey or ongoing input is solicited
    - Employee rep group should be making it as easy as possible for employee group to give input and understand what’s being covered in meet and confer
3.2. ACES Report
- Meetings and agendas can be found on the intranet, but are also shared with exempt staff via email
  - 80 attendees at initial meeting,
    - 4 pages of brainstorming notes created, working on narrowing down items
    - No financial requests going forward
    - Most of the proposals are centering around employment—layoffs, seniority, etc
  - Employees are encouraged to review the exempt employee handbook and attend the meetings
    - Possible to move public comment section to the beginning, if needed, in order to accommodate staff attending wishing to address meeting
- Request made from ACES that all employee groups should be represented on the All-College Council

4. COUNCIL REPORTS –
4.1. Board of Governors Report—Don Harp
- Budget is a major focus currently
  - David Bea will give a budget presentation at next month’s Staff Council meeting
  - Budget information can be easily located in the Board packets; there are charts and a glossary.
  Everyone is encouraged to review the budget so that we can help explain the issues to constituents
- Concerns about staffing issues in student services and financial aid have been voiced

4.2. Campus/ District Report(s) and Updates—none

5. OTHER BUSINESS
5.1. Staff Concerns
- Chancellor attendance at Staff Council meetings
  - Hasn’t attended since September of 2014

5.2. Up With People Presentation
- Global education non-profit with 110 participants from 20 countries
- Multi-continent tour for six months, stay with host families, do community service, and perform music
- Will be in Tucson March 2-9
  - at PCC on March 3 & 4 to focus upon global education and community service
    - Culture Fair will be held on March 4
      - Different countries will be represented with various booths
      - Youth Forum following the culture fair

5.3. Staff Council Officer Elections
- Descriptions of each office are on the website
- Jason will also send out an email regarding proceeding with the elections

6. OPEN FORUM/QUESTIONS

7. ADJOURNMENT – Next meeting: **Friday, March 6, 2015**
  8:30 – 10:30 AM
  Downtown Campus, Amethyst Room