Staff Council Meeting Minutes  
Friday, March 6, 2015  
8:30 AM – 10:30 AM  
Downtown Campus – Amethyst Room

Members Present: Delso Bosquez, Suzanna Cruz, Joanne Kingman, Dan Pinard, Laura Porfirio, Cameron Purdie, Donna Cohn, Cindy Gomez, Benetta Jackson, Mary Jondrow, Janette Valencia, George Ahlers, Jason Brown, Ouatfa Chuffe-Moscoso, Gloria Coronado, Alex Gonzalez, Aleksandra Knezevic, Carrie McLaughlin, Sean Mendoza, Jan Posz, Adrian Snellen, Jeff White, Vanessa Moon, Bobby Burns, Marilyn Harper, Jamie Wade, Don Harp, Dennis Olson, Alicia Rosales Cari Urbalejo

Excused Absence: Jaime Calvao, Kathleen Hernandez, Sonia Jones, Shani Stewart, Tatiana Thompson, Jorge Caballero, Juan Diarte, Trisha Hogan, Christine Cameron,

Unexcused Absence: Aurie Clifford, Yolanda Espinoza

Non-voting Members/Visitors/Guests: Lee Lambert, Dr. Erica Holmes, Daniel Berryman, Debby Yoklic, Lee Nichols, Alison, Colter-Mack, Francisco Mendoza, Miranda Schubert, Mykle Zoback

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
       • New Director of Developmental Education, Jeff Thies, was introduced
       • HLC update
          o Waiting on final determination regarding accreditation status
             ➢ Leaning toward being placed on “Notice Status”
             Note: March 10th notice received that PCC was off probation and put on notice status
          o Significant progress must be made prior to a Focused Evaluation Visit to be conducted no later than September 2016
             ➢ Determined there were 11 focus; timeline will be created to work on those areas
          o Developmental Education
       • All AZ Academic Team Scholarship
          o Luncheon held in Mesa to award 2 year full tuition scholarship
          o PCC had 2 reps from each campus (12 reps total)
       • Marketing
          o New plan created that will focus on positive promotion
          o Various departments will identify needs and areas to be spotlighted
          o More consistent/standardized messaging/tone is the goal for dissemination to all campuses/personnel
       • Scheduling summit
          o Focus was on what needs to be improved, duplications, trying to identify ways to mitigate enrollment decline, canceled classes
          o More strategies to be defined and more conversations to come
• PIR Presentation—Nic Richmond
  o On-time Registration is being reviewed to see impact
    ➢ Enrollment has been declining since 2011
    ➢ Stats being reviewed include percent change in unduplicated headcount for the start date of classes and immediately before/after; increases/decreases in registration at various points throughout semester
      ▪ Currently, slight decrease between 1st day and day before start of classes
    ➢ Important to revisit at 99th day of semester to get better idea of overall impact of on-time registration has had on registration and enrollment
    ➢ One concern expressed by students is the “run around” they feel they are getting from faculty with requesting registration after the 1st day

• Program Review—Carol Hutchinson
  o Currently in a transition year
  o There are 5 areas currently used for program review; in future there will be 6 areas
    ➢ Enrollment
      ▪ Looking at “big picture” not day-to-day enrollment seen at campuses
    ➢ Persistence
      ▪ How many students return in spring that were here in fall
        o Currently only college level data—seeking program level data
        o Goal is to improve by 1% over the coming year—same as retention
    ➢ Retention
      ▪ Hasn’t been examined at the program specific level
      ▪ Looking for how many students are here fall to fall semester
    ➢ Graduation rates
      ▪ How many graduates from various certificates/degrees
      ▪ Looking also at transfer rates
        o For many disciplines, transfer rate is more salient than graduation rate
    ➢ Student Learning Outcomes (SLOs)
      ▪ Should be program specific yet funneled into more generalized areas
        o Generalized areas being soft skills demonstrated as result of their degree
    ➢ Employment rate
      ▪ Working to implement framework that will enable us to acquire the data from Department of Labor regarding job placement, etc.

2.2. HR & Liaison Report—Dan Berryman, Lee Nichols, Alison, Colter-Mack
• HLC is key focus area
  o Piecing together timeline for various plans to be implemented
• Baker Tilley Report
  o Report (12 pages) dealt with HR processes for the college
    ➢ Stated 19 findings and 7 broad categories that HR is currently working on to repair/implement
    ➢ Additional studies in future as a new performance management system is developed
  o This is a long process and must be noted that it will encompass a culture change within the college.
• Recruitment
  o Glassdoor.com is one arena being used for recruitment; LinkedIn also being utilized
  o HR requesting all to visit glassdoor.com and post your favorite aspects of working at PCC
    ▪ This is part of effort to rebuild our brand and promote PCC as an excellent employer
    ▪ Reminded to keep up LinkedIn profile as recruiters use this as well
Building teams to help test the new talent management system
  - Notices will be sent out to employees asking for assistance

Supervision in the 21st Century
  - Rolling out April 23rd
  - Only 25 people will be accepted
  - 6 month program with capstone at end
  - This will be followed by Leadership Academy

Meet & Confer
  - In progress

Online Exit Process
  - Used to track reasons people leave employment with College so areas can be examined and “fixed”
  - Still working out some “kinks” such as: if pima email no longer working, how to contact

Diversity Plan
  - First plan to roll out soon
  - Included will be a diversity website—similar to other progressive institutions

Peer-to-Peer Mediation Program
  - Will be used to address areas at a more informal level
  - Still in planning stages and discussions are continuing

Pathways to Civility
  - Considered a huge success
  - Has been tweaked along the way thanks to comments
  - 1260 employees completed
  - Wasn’t stated as “mandatory” but rather “high encouraged to attend”; nothing stops supervisors from making this part of the job requirements and requiring attendance
  - HR Note: While we don’t currently have a standalone anti-bullying policy, we do address bullying in the Code of Conduct.

2.3. Board Policy Update—Debbie Yoklic
  - Four BPs (BP 3105, BP 3103, BP 1101, BP 3604) will be posted for comment next week
  - Starting work on converting Regulations/Policies to Academic Procedures

2.4. Chancellor Report—Lee Lambert
  - Budget
    - State cutting 100% from community colleges in Pima/Maricopa
      - Looking at July 1 we face a $9.5 million “problem” to cover expenses
        - Expenses include items such as: Healthcare costs, 1% cap on property tax
        - Bill introduced regarding expenditure limitations which would have us only budget for our actual enrollment vs. projected enrollment as in the past
      - Budget cuts were anticipated and planning has been underway regarding this cut
      - Study group will likely be formed between the House and Senate to reexamine community college funding and come up with new plans
        - Chancellor hoping to get PCC a seat at the table
      - General Fund Revenue
        - State funds: gone
        - Tuition and fees: students indicated they could handle a $3 - $5 increase
          Note: at the March 11th BOG meeting an tuition increase of $5 was approved as was an increase of $5 in the student processing fee.

          - This makes us dependent on enrollment and not close the gap in funding
We currently do NOT deliver high-quality, high touch customer service consistently
✓ Need to take the time to understand a given student’s issue and how we can help resolve it
✓ Strategic Marketing Plan being developed to attract new students
  ❖ Areas of growth need to be: online, workforce investment and international
  ▪ Property tax levying
    ○ Could help mitigate our shortfall but only by approximately $4 million

  ○ Budget note: the Chancellor mentioned, regarding the budget, we need to rethink our expenditures with investments in areas that can grow and provide additional revenue so that we can funnel funds into areas of need

• HLC
  ○ IAC report demonstrates a full picture of the problems that led to our probationary status
    ▪ (from the report) important to remember: “Should the interventions and changes not be sustained or fail, the College will be in clear danger of noncompliance with the criteria for accreditation.”
    ▪ It is not accurate to attribute the problems solely to the BOG or Flores
  ○ HLC needs to be able to see a full cycle that demonstrates the interventions and changes are sustained; therefore, all the changes need to be implemented by end of this term
    ▪ Doesn’t have to be perfect but we do need to nurture a culture of continuous improvement

3. EMPLOYEE REPORTS
3.1. AFSCME Report
  • M/C dates are posted on the employee intranet
    ○ Efforts are being made to ensure benefits remain as robust as they have been, in spite of budgetary issues
    ○ ESC is a strong area for the college
  • Monday, March 9th, a group of members are going to Phoenix to speak with legislators regarding the proposed cuts
  • April 9th next meeting

3.2. ACES Report
  • No financially relevant issues will be brought to M/C
  • Numerous activities are being developed to engage the exempt staff in order to boost participation
  • Chinese New Year lunch was well attended
  • Meeting took place with the Chancellor and Dan Berryman (VC HR) to discuss issues/concerns from employees—especially those regarding policies
  • March 9th Cookies and Coffee with be at WC

4. COUNCIL REPORTS –
  4.1. Board of Governors Report—none

4.2. Campus/ District Report(s) and Updates
  • Handout given regarding Water, Electricity Use Reduction Competition April 6-24 for All PCC Sites
5. OTHER BUSINESS

5.1. Officer Elections

- Positions for election: Chair-Elect, Secretary and Roll Keeper
  - Chair-Elect: George Ahlers
  - Secretary: Donna Cohn
  - Roll Keeper: Jan Posz

5.2. Staff Concerns

- Faculty Senate expressed interest in requesting a change be made to policy regarding selection of representatives for Governance Council; asking Staff Council to support
  - More discussion will be had on this once more details are brought forward—basic rationale is some reps (chosen by position they hold at Faculty Senate) see time commitment as a problem and selecting individual would not only allow dedicated time but also perhaps offer a different perspective on issues

- By-Laws workgroup
  - By-Laws need updating with all changes happening at college
  - Chris Fox will chair committee; members are: Gloria Coronado, Vanessa Moon, Delso Bosquez and Jamie Wade

6. OPEN FORUM/QUESTIONS

7. ADJOURNMENT – Next meeting: **Friday, April 3, 2015**

8:30 – 10:30 AM
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