Members Present: Suzanna Cruz, Dan Pinard, Laura Porfirio, Cameron Purdie, Donna Cohn, Cindy Gomez, Mary Jondrow, Janette Valencia, George Ahlers, Jason Brown, Jaime Calvao, Aurie Clifford, Chris Fox, Alex Gonzalez, Sonia Jones, Aleksandra Knezevic, Sean Mendoza, Jan Posz, Adrian Snellen, Shani Stewart, Jeff White, Vanessa Moon, Jamie Wade, Don Harp, Dennis Olson, Alicia Rosales, Cari Urbalejo

Excused Absence: Delso Bosquez, Joanne Kingman, Benetta Jackson, Ouatfa Chuffe-Moscoso, Gloria Coronado, Jorge Caballero, Trisha Hogan, Christine Cameron, Marilyn Harper,

Unexcused Absence: Yolanda Espinoza, Kathleen Hernandez, Carrie McLaughlin, Tatiana Thompson, Juan Diarte, Bobby Burns,

Non-voting Members/Visitors/Guests: Dolores Duran-Cerda, Daniel Berryman, Debby Yoklic, Lee Nichols, Alison, Colter-Mack, Francisco Mendoza, Daisy Rodriguez-Pitel, Miranda Schubert, Mykle Zoback, Hal Melfi

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

2. BUSINESS
   2.1. Provost Report
       • HLC
           o Conference in Chicago: 4,500 attendees from colleges and universities all over the country
           o Met with Dr. Karen Solomon, HLC liaison. The focus now is following through and providing evidence for a full cycle, demonstrating we’re fulfilling the promises we made
           o Committees will be formed to address certain components of our next steps

   2.2. HR & Liaison Report
       • HLC is key focus area
           o The decision to place us on “notice” was not by any means a “slam dunk,” so we have lots of hard work to do
           o Assessment and SLO needs to be a major focus, since it’s been an ongoing problem for about twenty years
           o Effectiveness of Instructional Staff also a consideration with looking at Assessment and SLOs
              ➢ Performance methodologies, assessment categories, etc. will all be reviewed
              ➢ The Chancellor has been looking for something more focused and robust, to ensure that our personnel are qualified, and that their performance is being assessed in an objective way
The methodology with which we evaluate SLO’s is also being closely scrutinized. Lots of work is being conducted with the Provost and other team members behind the scenes. The need is so there is adequate evidence that we’ve made the changes we need to in order to stay off probation.

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

- **Pathways to Civility**
  - Considered a huge success; just the first step toward creating a more civil culture here at the College
  - Comments have produced adjustments to make it stronger
  - 1260 employees completed
  - More measures need to be put in place in order to hold individuals more accountable

2.3. Board Policy Update

- A more streamline process for policy development/approval/responsibility/changes is being developed
  - Visits have been made to various departments for comments on policy clarity and overall effectiveness
  - Checklist being created and an 8-member focus group will be charged with walking through the checklist to see if everything works

- **Academic Procedures instead of SPGs and Regulations being created**
  - Via email the two new APs (formerly a Reg. and an SPG) will be sent

3. **EMPLOYEE REPORTS**

3.1. AFSCME Report

- **June 18, 2015 is Professional Development Day for Non-Exempt Staff**
  - David Fitzsimmons is hosting
  - ASRS will be sending a rep to speak with staff
  - Reps from various universities will also be there to answer questions
  - Reps from different PCC departments so that staff can learn more about the various resources/programs across the College
  - Lunch provided by Little Mexico

- **Next Division Meeting is next Thursday (April 9th) and will include officer elections**

- **Meet and Confer**
  - 8 or 9 documents signed to date
  - Overarching theme is aligning policy with common practice
  - Discussions have included:
    - **Step Progression Plans**
      - Considering merging SPP and Performance Evals
      - Survey that was just sent out regarding SPP and Performance Evaluations is very important, and everyone is strongly encouraged to complete it! It was sent by Celia Tapetillo on April 2
    - **Holidays**
      - Evaluation has demonstrated that closing full day Christmas Eve wouldn’t save a substantial amount of money
    - **Layoffs**
Discussions have been had concerning seniority and other factors (i.e. performance evaluation, voluntary realignment, reassignment) under consideration for a layoff

- “Flex Year” for full-time employees
- Prorates pay based upon scaling back to 9-month work cycle; would retain benefits

3.2. ACES Report
- Study session conducted on April 1 for Meet and Confer
- Reconsidering timeline for Meet and Confer—the process currently is so accelerated and everyone has trouble meeting job demands and participating in the process
- ACES was told that the common policy process would involve employees at the College at all levels
- After being reviewed by counsel, Jeff Sylvan, the 10 proposals will be posted on the website
  - Two regarding holidays and leave
    - Updating the dates
    - Concept of having a community bank of leave hours so that employees don’t have to approach individuals to ask for donated leave. There is work being done with the ESC to simplify donation of leave
      - Long process; tabled for this year
  - Five proposals regarding employee issues
    - Review of externally funded positions, layoffs, retraining, modification of timeline for Performance Evaluation Review Work Group
  - Three regarding education leave
    - Clarifying language, simplifying professional development process, mentoring program (was determined that this doesn’t need to be a policy, but something that ACES can work on implementing)
  - Layoffs (“reduction in workforce”) has to do with desire to be proactive, and having the best policy in place to protect staff
  - Information sought from groups on how they conduct outreach and disseminate information
- ACES By-Laws
  - Addressing inaccuracies and making needed updates; nomination process for new officers will begin this month; voting on changes will be completed in May
- Daisy, Diane Miller, and Dena Wakefield will present a $6,700 check to the military affairs division for the funds raised for military families by ACES
- Conversations with ACES
  - Next one is April 24, 9-10AM; Bruce Moses will be there to talk about HLC
- April 14th ACES meets with Dan Berrymen
- Next meeting is April 16 in the C-228 in DO; exempt and non-exempt employees are welcome

4. COUNCIL REPORTS –
4.1. Board of Governors Report
- Board voted to increase tuition by $5. Effective either during fall semester or July for clock-hour programs.
- No longer charging for student ID cards and graduation applications.
- Many students, especially those who are planning to transfer out to complete their Bachelor’s, never apply for graduation, which skews our numbers.
- There is a group looking at automatically conferring degrees/certificates rather than requiring an application, or at least reaching out to students who have fulfilled the requirements, encouraging them to apply.
• Board approved new course fees for programs who haven’t had them before. These are courses that require extra materials.
• All are encouraged to reach out to employees across the College who are not involved/engaged with AFSCME, ACES, or Staff Council, in order to get their feedback/concerns.
• Don Harp, Staff Council rep, responded to feedback/criticism regarding representation at BOG meeting.

4.2. Campus/ District Report(s) and Updates
  • West Campus
    o April 11th, PCC4Me; promotion of academic/career paths
    o April 29th Vagina Monologues
  • East Campus
    o April 17, HSE Fundraiser; donate items!
  • PimaOnline Workgroup is holding info sessions, so check @PimaNews!
  • Desert Vista
    o April 30th Student Showcase
  • Financial Aid has rolled out 1516 awarding, which aligns us more with universities
    o Financial Aid tab will also begin containing more information

5. OTHER BUSINESS
  5.1. Staff Concerns
  5.2. Appointment of New Parliamentarian
    • Bylaws dictate the person who received the next most votes can be appointed
    • Discussion about seeing if anyone else is interested in serving. However, it was pointed out that we need to follow the bylaws, until they’re changed
    • Jason will figure out who the runner-up was, and will contact them to see if they’re still interested

6. OPEN FORUM/QUESTIONS

7. ADJOURNMENT – Next meeting: **Friday, May 1, 2015**
   8:30 – 10:30 AM
   Downtown Campus, Amethyst Room