Members Present: Joanne Kingman, Dan Pinard, Donna Cohn, Mary Jondrow, Benetta Jackson, Janette Valencia, George Ahlers, Jason Brown, Jaime Calvao, Ouafaa Chuffe-Moscoso, Aurie Clifford, Chris Fox, Alex Gonzalez, Sonia Jones, Aleksandra Knezevic, Carrie McLaughlin, Sean Mendoza, Jan Posz, Adrian Snellen, Shani Stewart, Jeff White, Jorge Caballero, Juan Diarte, Tanisha Hogan, Christine Cameron, Vanessa Moon, Don Harp, Dennis Olson, Alicia Rosales, Cari Urbalejo

Excused Absence: Delso Bosquez, Suzanna Cruz, Laura Porfirio, Cindy Gomez, Marilyn Harper

Unexcused Absence: Cameron Purdie, Gloria Coronado, Yolanda Espinoza, Kathleen Hernandez, Tatiana Thompson, 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 – Chancellor will speak in agenda rotation when arrives
   1.3. Public comment and/or question(s) – none
   1.4. Statements by Chair (Chair status/Written reports)
      - Staff Council has met 5 times to date this year and some people have missed 4 times; important to attend—attendance not really optional if you accept position on council; request: talk to colleagues to instill the importance of attending
      - Structure of council is to move to more conversational vs. informational format; reason for request of reports prior to meeting so time can be used to discuss issues rather than listen to people read reports; request: read the reports ahead of time and bring only questions for representative
      - Reminder to have respect for those speaking—don’t talk over each other, use mics to be heard both in the room and for the recording
      - Jason Brown is stepping down as chair; as Chair Elect, George Ahlers, has been accepted for a sabbatical, Mykle Zoback, Past Chair, will step up for the remainder of year; Donna Cohn, Secretary will assist Mykle when needed. Question was asked as to how the decision of leadership was made—answer: guided by By-Laws

2. BUSINESS
   2.1. Chancellor Report
      - “Big Picture”
         - Federal Level
            - Greater calls for accountability
              - Accountability tied to funding—which in turn has bearing on enrollment and vice-versa
            - Discussion to disconnect Title IV from Accreditation
• Results would be non-accredited institutions could get funding so more to divide the set amount of money to so PCC could get less—again has a bearing on enrollment

○ State Level
  ▪ State aid cut to Zero
  ▪ Initiative to cap how much tuition can be raised

○ Local Level
  ▪ David Bea and Chancellor meeting to discuss the use of tax money
  ▪ Expenditure limitations not changed currently
    • Committee formed to discuss; PCC will be at table for discussions
  ▪ Changes need to be made in how we calculate tuition—more reasonable system needs to be defined
  ▪ Need to think differently on how FTE is counted—feeling is there should be a standard multiplier
  ▪ Pima and Pinal Counties limited to 1% of tax to property/home owners
    • State no longer picking up the amount above 1%

○ PCC
  ▪ Positions will be frozen and some eliminated
  ▪ External threats facing PCC
    • ASU will accept up to 1 year of credits
    • UA launching online college
  ▪ Systems/Processes
    • Caused past problems and are getting in the way—NEED to change
      ➢ Example: when student registers automatically defaulted to Out-of-State (note: process is currently being changed)
    • Pima adverse to conflict
    • PCC reality: losing students, bleeding money and facing threats
    • Focus needs to be “What makes things better for the students”
  ▪ Reorganization
    • Feedback was requested on campus presidents: to combined to 3 or 4
      ➢ Majority leaning to 3 President model
      ➢ Announcement will come next week once both scenarios have been examined and decision made
    • Serious changes need to happen so more reorganization doesn’t have to constantly happen—may end up cutting to get down to level of enrollment with no cushions

2.2. Provost Report
  • Announcements:
    ○ Provost expressed gratitude for chairs (present and past) for leadership; stated enjoyed attending the meetings to give/get information and comments
    ○ District wide Adjunct Orientation is beginning
      ▪ Face-to-face and online sessions
      ▪ Stipend to attend
      ▪ First one (face-to-face) is August 15, 2015
      ▪ Dolores Duran-Cerda is the contact
    ○ All Campus Day (August)
      ▪ AM will still be the welcome, etc
      ▪ PM will consist of Professional Development sessions
        • If interested in conducting or attending specific one—send suggestions including time frame of session: must be Professional Development vs. Informational
Program Services
- Info sessions planned to go over Instructional Effectiveness not just Program Review; will look at all the major functions of the departments and intuition
  - May 7th CC room A 115 2:30 – 4 pm
  - May 8th DO room A 206 8:30 – 10 am
- Attendance Tracking
  - Request made to send another notice to faculty stating the importance of taking attendance promptly; many students showing as Registered Not Attending and this has an impact on their financial aid and other processes
  - Suggestion made to have a “drop-in area” for faculty to get assistance: Faculty Resource Center stated as the most likely place
  - Joe was asked to make statement at Faculty Senate in the afternoon as a reminder
  - Chair suggested that those interested in working on this or discussing could meet after Staff Council in order to move the meeting along as this doesn’t apply to many in the room
  - Comment made: We are at the point when staff and faculty need to work together on keeping attendance up-to-date. We have made a lot of improvements to the entire attendance taking process and we have implemented processes that help us stay in compliance with federal regulations. Provost office, VPIs, Deans, Registrar, faculty and staff are working hard on updating attendance and communicating attendance changes. We do need to strengthen our efforts as the end of the semester is approaching. The idea of training all faculty resource centers staff to provide attendance tracking assistance to faculty members is good. IT will provide training to Student Services Staff related to newly developed attendance tracking Pima reports. Please encourage faculty and staff to ask questions, report issues to AttendanceHelp@pima.edu.
- Educational Master Plan
  - In the RFP stage

2.3. HR Report
- Reminder: Open Enrollment changes due by Monday
- HR Advisory Team meets monthly
  - Team consists of: 2 BOG members, General Counsel-Jeff Silvyn, Debby Yoklic, Dan Berryman, and Lori Cox
  - Submitting HR matrix and updates on Baker-Tilley ongoing work to BOG
- Position/Classification Review
  - 1/3 of all positions reviewed annually
  - Was on hiatus for a while but now back up and running—schedule of review on website
- Talent Management System
  - Kick off meeting with consultants in development
  - Pilot of stages forth coming
- Task Forces
  - SPP/Performance Eval teams did incredible job
  - Presenting to Operational Cabinet May 19th
- Employee Relations
  - Michelle Wiltshire and Alison Colter-Mack will be leaving PCC—last day for both is May 15th
  - Advanced Analyst Position released—closes May 12th
  - AVC Dan Berryman will assume duties
  - Diversity committee and progress will continue but specifics not known at this time
- Organizational Effectiveness and Development
Handout provided showing outline of *Supervision in the 21st Century* and *Leadership Academy*

- **Supervision in the 21st Century**
  - First group began April 23rd and will end October 8th
  - Second group will begin in September
  - Application process with supervisor approval
  - Limited to 25 people
  - Received 45 applications so 20 slots filled for next group

- **Leadership Academy**
  - Stats in September and runs for 10 months
    - Nomination process
    - Limited to 20 people
    - Runs twice a year

- **Pathways to Civility**
  - Will become part of the on-boarding for all new employees

### 2.4. Board Policy Update

- All Board Policies must be reviewed and revised by June 2016
- **AP 2.15.01**
  - Presented to Staff Council this morning; Faculty Senate this afternoon
  - Will be posted for review
  - Current Director of Records Management is Kurt Myers; specific questions can be directed to him [kmyers@pima.edu](mailto:kmyers@pima.edu) or Debby Yoklic and comments can be made once posted for review
- **Personal Governance Taskforce**
  - 56 volunteers expressed interest; deadline was April 30th but send Debby email if still interested
  - Group will consist of approximately 15 administrators

### 3. EMPLOYEE REPORTS

#### 3.1. AFSCME Report

- April 14th was last meeting
- Next Division Meeting is next Thursday (April 9th) and will include officer elections
- Meet and Confer
  - 14 proposals present: 13 dealt with non-exempt items and 1 was joint with management
  - May 13th will present to BOG
- June 18, 2015 is Professional Development Day for Non-Exempt Staff
  - David Fitzsimmons is hosting; Lunch provided by Little Mexico
  - Theme: Pima’s Culture of Excellence
  - 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-n-Learns very popular and will continue
- Call for nominations for officers: Hal Melfi running along with Ed Lovio for President

#### 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 Sylvin, the 10 proposals will be posted on the website
  o 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
  o Five proposals regarding employee issues
    ➢ Review of externally funded positions, layoffs, retraining, modification of timeline for Performance Evaluation Review Work Group
  o 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)
  o Layoffs (“reduction in workforce”) has to do with desire to be proactive, and having the best policy in place to protect staff
  o Information sought from groups on how they conduct outreach and disseminate information
• ACES By-Laws
  o 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
  o Next one is April 24, 9-10AM; Bruce Moses will be there to talk about HLC
  o April 14th ACES meets with Dan Berryman
  o 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 – none due to time constraints

5. OTHER BUSINESS
6. OPEN FORUM/QUESTIONS

7. ADJOURNMENT – Next meeting: **Friday, June 5, 2015**
8:30 – 10:30 AM
Downtown Campus, Amethyst Room