Staff Council Meeting Minutes  
Friday, July 10, 2015  
8:30 AM – 10:30 AM  
Downtown Campus – RV-170

Members Present: Delso Bosquez, Suzanna Cruz, Dan Pinard, Joanne Kingman, Cameron Purdie, Mykle Zoback, Donna Cohn, Cindy Gomez, Mary Jondrow, Benetta Jackson, George Ahlers, Jaime Calvao, Aleksandra Knezevic, Sean Mendoza, Laurie Natale, Jan Posz, Ala Samaiel, Ashley Tellez, Jeff White, Jorge Caballero, Christine Cameron, Vanessa Moon, Bobby Burns, Marilyn Harper

Excused Absence: Laura Porfirio, Ouatfa Chuffe-Moscoso, Aurie Clifford, Chris Fox, Adrian Snellen, Tanisha Hogan, Don Harp, Dennis Olson, Alicia Rosales

Unexcused Absence: Janette Valencia, Alex Gonzalez, Sonia Jones, Shani Stewart, Juan Diarte, Cari Urbalejo

Non-voting Members/Visitors/Guests: Lee Lambert, Dolores Duran-Cerda, Daniel Berryman, Debbie Yoklic, Alison, Colter-Mack, Bruce Moses, Denise Kingman, Hal Melfi, Miranda Schubert

1. GENERAL MATTERS  
1.1. Introductions  
1.2. Agenda modifications — Chancellor report; addition of item 1.4 Chair comment regularly to agenda; delaying of Bulk Mailing conversation to the August meeting  
1.3. Public comment and/or question(s) — none  
1.4. Chair comment  
  • Concern expressed about commitment to council and committee work  
    o Members will be asked to step down if can’t attend meetings as campus delegate so alternate can be appointed to serve as representative  
    o Those signing up for committees need to commit and attend meetings of committee

2. BUSINESS  
2.1. Chancellor Report  
  • Vision/Mission  
    o PCC Strategic Direction with Key Performance Indicators nearing completion  
      ▪ Draft to go to BOG in August  
      ▪ All College Day specifics shared to all  
  • HLC Update  
    o PCC on track to address the “Letter of Notice”  
      ▪ Criterion 3 Faculty/Staff Qualifications (clarification received from HLC week of 7/6/15)  
        • Faculty (including Adjuncts) and Staff must meet requirements that state one level above degree we confer—meaning Bachelor’s degree  
          ➢ Timeframe for completion of the requirements is September 2015 – September 2017  
          ➢ No grandfathering in for faculty or staff  
          ➢ PCC no longer has “good credit”, having been on probation twice and notice once, to bargain for extensions, substitutions, etc.
➤ PCC needs to get in line with peer institutions to meet degree requirements
➤ PCC will support employee in reaching goal/looking to minimize the impact but staff need to be prepared to meet half way
  ▪ Several universities have programs that may be options: NAU (for example) will take 90 credits toward BA; Western Governors University takes approximately 18 months to complete BA; Southern New Hampshire offers AA (checking on BA offerings if any) and costs approximately $2500
  ✓ Currently in discussion with SNH to bring same type model to PCC for degree completion
➤ Consultant will be brought on board to review positions and processes
  ▪ Reasons why hiring consultant fall into 3 categories: 1) no expertise in area, 2) have expertise in area but employees too busy with regular duties to devote time needed, 3) need neutral party with knowledge of other models/processes to assist with objective evaluation and recommendations
➤ PCC will be looking to re-examine the whole advising system (including job requirements and duties)
  ▪ Anyone that meets with students and discusses what courses to take for certificate/degree completion will be considered as falling under the required guidelines/specifications
    ✓ This includes FT tutors and supplemental instructional staff that work with students
  ▪ The job specs listed are global requirements with the job descriptions listing the specific requirements

• Financial Status
  o Good financial position but weakening because of enrollment
    ▪ Not just PCC down in enrollment—nation wide
• Outreach/Recruitment
  o More events needed like the Phone-a-thon (see Provost reports)
  o Outreach needs to be year round not just now and then

2.2. Provost Report
• Phon-A-Thons in May and June were successful
  o Currently measuring success in variety of ways anecdotally and quantitatively
    ▪ Kari Mitchell and PIR working on ways to measure
      ➢ Day of event a spreadsheet and index cards used to gather info
      ➢ Students appreciated hearing from us—more contact like that needed on regular basis
• Teaching Strategies
  o Adjunct faculty orientation and professional development is August 15th 8 am – 10 am
  o Looking into mentoring program based on the Estrella Mountain College model
• Faculty Learning Academy is August 17 – 19
  o For new faculty
    ▪ 18 – 21 new faculty joining PCC
  o Held at Downtown, Northwest and DO
  o Ana Jimenez has selected mentors for the new faculty
• All College Day — August 21st
  o Theme is “Bringing the World to Pima”
  o Morning events same format: Keynote, Chancellor’s remarks, Employee Awards
  o Afternoon events: Professional Development workshops for faculty/staff
Topics include: Emotional Intelligence, Understanding Student Responses, How to Leverage Google to Create Learning Communities

- Concerns/Questions from Council
  - Banner problem: linking pre-reqs to courses
  - Tracking system like Clearinghouse and Assist to help with student data
  - Financial forgiveness system similar to Fresh Start on the academic side being considered
    - Payment plan proposal has been drafted by committee but did not include past due balances and collection agency issues
      - Debbie Yoklic will bring that issue back to committee

2.3. HR Report
- Items commented on by Dan Berryman, Alison Colter-Mack and Bruce Moses have been included in the section of the Chancellor’s report where applicable
- Dan Berryman reminded everyone that HLC items can be and are often “late breaking” such as the comments on faculty and staff educational requirements
  - HR staff will be meeting with SS Staff to communicate the requirements and begin to put the plan in place
- Statistics from report
  - 23 recruitment efforts initiated (5 internal competitive/11 external competitive; 0 acting/7 faculty/0 interim; 0 direct appointment not in recruitment totals
  - 21 selections made (11 exempt: 0 internal competitive and 11 external competitive/10 non-exempt; 0 acting
  - 2036 applications received
  - Year-to-date hiring stats (Jan 2015 – June 2015):
    - 113 total hires
      - 53% (60) Internal candidates were hired (60% or 36 candidates via internal recruitment – lateral transfer or internal and 40% or 24 candidates via external recruitment competitive)
      - 47% (53) External candidates were hired

2.4. Board Policy Update — none

3. EMPLOYEE REPORTS
3.1. AFSCME Report
- Leadership theme is “You Have a Voice”
- Division meetings are held 2nd Thursday of each month 5:30 pm – 7 pm
- Lunch and Learn will resume after summer break
- Short regular surveys to gather employee’s ideas and concerns will be coming out
- Adjustment made at HR request to language on MOU related to Shift Differential for Public Safety Personnel to capture overtime pay.
- Professional Development work group will be meeting the third Tuesday of every month to review applications requesting Professional Development funds
  - Sessions on how to apply for funds have been scheduled; register through OPD

3.2. ACES Report
- Frank Velasquez vacated Member-at-Large Professional Development position to become ACES President Elect
  - Elections for his replacement close today, July 10th
- Personnel Governance “BPP4001” Task Force
  - Eleven members expressed interest to serve on committee; Julie Hecimovich and Daisy Rodriguez-Pitel chosen to represent ACES
Food Bank
- To date 673 pounds of food collected
- Monetary goal of $500 for donations set but as of July 1st $1,780 had been received

Exempt Professional Development Funds
- **Original** requests must be received in Charlene McConnell’s office by July 15th
- Review of applications will be week of July 20th
- Notification to applicants on approval or denial by July 24th

4. COUNCIL REPORTS –
   4.1. Board of Governors Report — none
   4.2. All College Council (ACC) Report — none
   4.3. Campus/ District Report(s) and Updates
      - CC: Blackboard now live for Virtual Advising—working well so far; no walk-in student appointments now at campus
      - DO: All faculty contracts have gone out
      - DC: Pima County Library has comic book festival on campus 2 – 6 pm Saturday July 11th
      - CLT: Video for All College Day set to “Uptown Funk” — staff coming to each campus to film

5. OTHER BUSINESS
   5.1. Staff Concerns for BOG — none
   5.2. Election & Toy Drive Committees
      - Send Mykle email if interested in serving on either committee

6. OPEN FORUM/QUESTIONS
   - Desire to do events throughout the year not just same fundraisers or groups in order to form mini-partnerships throughout community
     - Motion to support the Pima Animal Control Center
       - 8 Yes/15 No
       - Motion denied but rationale was to postpone until the vision of Staff Council can be determined
     - Motion to add 1 hour to August meeting with Gary Cruz facilitating a portion of meeting
       - Motion passed
       - Mykle/George will be sending questions to council to get info prior to August meeting

7. ADJOURNMENT

Next meeting: **Friday, August 7, 2015**
8:30 – 10:30 AM
Downtown Campus, Amethyst Room