Staff Council Meeting Minutes
Friday, August 7, 2015
8:30 AM – 10:30 AM
Downtown Campus – Amethyst Room

Members Present: Suzanna Cruz, Dan Pinard, Laura Porfirio, Joanne Kingman, Cameron Purdie, Mykle Zoback, Donna Cohn, Cindy Gomez, Janette Valencia, George Ahlers, Rachel Araiza, Jaime Calvao, Ouatfa Chuffe-Moscoso, Auri Clifford, Chris Fox, Alex Gonzalez, Aleksandra Knezevic, Sean Mendoza, Laurie Natale, Jan Posz, Ala Samaiel, Adrian Snellen, Ashley Tellez, Jeff White, Tanisha Hogan, Christine Cameron, Vanessa Moon, Bobby Burns, Marilyn Harper, Don Harp, Dennis Olson, Cari Urbalejo

Excused Absence: Delso Bosquez, Mary Jondrow, Benetta Jackson, Sonia Jones, Jorge Caballero, Alicia Rosales

Non-voting Members/Visitors/Guests: Lee Lambert, Erica Holmes, Daniel Berryman, Alison, Colter-Mack, Karrie Mitchell, Gary Cruze, Denise Kingman, Hal Melfi, Miranda Schubert

1. GENERAL MATTERS
   1.1. Introductions
   1.2. Agenda modifications — Chancellor report added; addition of item 1.4 Chair comment
   1.3. Public comment and/or question(s) — none
   1.4. Chair comment
      • Delivered by Chair Elect, George Ahlers
        o George is stepping down as Chair Elect effective 8/7/15 due to educational leave for fall semester and the feeling that more attention should be given to the role than he is able to commit at this time; he will remain on staff council however.

2. BUSINESS
   2.1. Chancellor Report
      • All College Day
        o New Vision for the college will be introduced

      • Vision
        o PCC on a new way forward for instruction
        o To date PCC has not had college-wide assessment
        o Need to be asking: “How do we know we’re fulfilling our mission?”
          ▪ Criterion 5 deals with this premise
        o Will begin benchmarking to show that we are truly an exceptional institution
          ▪ What does this look like?
          ▪ In past we have used other schools to look to for answers of benchmarking; need to find entities to compare to for adequate info/results
        o Focus needs to be on student success, diversity and engagement as an affordable, accessible college
          ▪ Needs to come from an outside entity to prove we are such things
        o Core themes of the vision
          ▪ Student Success (all begins and ends with students)
          ▪ Access
• Teaching Excellence
• Community Engagement
• Diversity, Inclusion & Globalization
• Instructional Effectiveness
  ➢ Then we measure these
    o Employees need to stop being so critical of each other; making mistakes is okay as nobody’s perfect; the point is to take personal responsibility and to see feedback as an opportunity to improve
      ▪ All employees should have an Individualized Educational Plan
    o Organizational look at college
      ▪ Chancellor’s Cabinet has reduced from 18 down to 10; looking to change the title: “Cabinet”
    o Communication
      ▪ Isn’t where it needs to be
        ➢ Supervisors that need to attend the PDs on effective communication/effective supervision aren’t the ones going
      ▪ Encouraged to watch the presentation given on Friday July 31st
      ▪ Comment from group: You can threaten employees basic needs—real or perceived

2.2. Provost Report
• Two district-wide administrators are starting on August 13
  o Julian Easter AVC of Curriculum and Academic Services
  o Michael Amick VP of Distance Learning
  o Funds for both positions were salvaged from other administrator positions that had been eliminated; PCC is saving $500K in administrator salaries this year

• Institutional Effectiveness
  o PCC is trying to build a body of evidence to demonstrate that we’ve made the necessary changes for the HLC
  o Documentation is extremely important; currently reconstructing past years to create data

• 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: Internal and External speakers will conduct a total of 36 workshops
    ▪ 4 workshops will deal with communication theme
    ▪ All are welcome to attend any session, regardless of the stated “target audience” on the description

2.3. HR Report
• Executive Cabinet is doing a retreat here in Tucson at a facility that isn’t charging for use of space; 2-day focus will be managing change and improving communication; the opportunity will gradually be extended to all college employees
• As a result of the Conversation with the Chancellor event held March 27 a New Customer Excellence Program will be rolled out in Nov/Dec
  o PCC identified other institutions throughout the US and benchmarked best practices regarding customer services, including how to have a conversation about it with faculty, who are typically resistant
  o Teri Yanovitch, former Disney Institute keynote speaker and seminar leader, will create a customized Customer Excellence training program to be rolled out to all college employees
• All day session with Chancellor’s Executive Council on September 14 with a consultant (Terry Yonavitch) to develop a Service Philosophy and service Standards for PCC
• Names will be solicited for volunteers to help administer the training in a Train-the-Trainer model that will produce a 3 hour program for the college
• More information will be emailed to everyone about this endeavor

• Informal supervisory training program called “Supervision 101” will be rolled out in September
  o Trainings will be conducted at the campuses, and will concern things like communication, meetings, etc.
  o Will be collaborative effort with ESC, HR
  o Performance review included with the modules in order to assess effectiveness of training, but effectiveness will also depend upon how engaged and proactive participants are in terms of communicating with their supervisors before and after the session to discuss goals, expectations, and areas for improvement

• Statistics from report
  o 15 recruitment efforts initiated (4 internal competitive/9 external competitive; 2 acting/0 faculty/0 interim)
  o 27 selections made (16 exempt: 2 internal competitive and 14 external competitive/11 non-exempt: 2 internal competitive and 9 external competitive; 0 acting
  o 1 Direct Appointment (not included in the recruitment totals)
  o 1104 applications received
  o Year-to-date hiring stats (Jan 2015 – July 2015):
    • 140 total hires
      ➢ 56% (78) Internal candidates were hired (51% or 40 candidates via internal recruitment – lateral transfer or internal and 49% or 38 candidates via external recruitment competitive)
      ➢ 44% (62) External candidates were hired

2.4. Board Policy Update — none

3. EMPLOYEE REPORTS
3.1. AFSCME Report
• Division meetings are held 2nd Thursday of each month 5:30 pm – 7 pm
• Short regular surveys to gather employee’s ideas and concerns will be coming out
• Professional Development work group will be meeting the third Tuesday of every month to review applications requesting Professional Development funds
  o Sessions on how to apply for funds have been scheduled; register through OPD

3.2. ACES Report
• Member-at-Large Professional Development position elections were held and Geneva Escobedo was elected
• ACES Board now complete
• New Mentoring Committee established
  o Tasked with developing process for a mentorship program for exempt staff at PCC; anyone interested should contact Frank Velasquez, Jr.
• Community Service Committee
  o Members wanted to plan and organize community service events; contact Dena Wakefield
• Professional Development Committee
  o Members wanted to plan, review applications for PD funds and recommend activities and events for exempt staff; if interested contact Geneva Escobedo
• Networking Committee
Members will work on fun events for staff; contact for committee is Shani Stewart

- Membership Committee
  - Member reps needed for all campus; contact Sara Hastings if interested

- Events
  - Casa Maria Soup Kitchen volunteer opportunity is Friday August 7th 8:30 am to 11:30 am
  - PCC BOG meeting Wednesday August 12 at 5:30 pm

STAFF COUNCIL BUSINESS ONLY –

Board of Governors Report — none
All College Council (ACC) Report — none

Discuss & Vote on Officer Terms and New Vice Chair
- Three different options regarding chair-elect and terms in the bylaws
  1. Keep the current terms
  2. Have Chair-Elect (only) have a possible 4-year term
  3. Go back to Chair and Vice Chair, all officers have a one-year term

  Results of election: option 3 voted in (21 votes); option 2 received 11 votes; option 1 had 1 vote

- Vote held for Vice Chair to full George Ahlers vacated position for remainder of year: Sean Mendoza voted in

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
- NW: STEM scholarship being discussed to honor former faculty member Denise Meeks
- DO: All faculty contracts have gone out; almost all returned; looking to create a Woman in Technology program—not like student club, currently under discussion
- DC: Pima County Library has comic book festival on campus 2 – 6 pm Saturday July 11th
- WC: New Director of International Student Recruitment at the West Campus; HSI STEM grant entering year four and entering grant year two of the Dental Hygiene remodel

Staff Concerns for BOG — Email Don Harp

Election & Toy Drive Committees
- Election Committee
  o Aurie Clifford, DO
  o Ouatfà Chuffe-Moscoco, DO
  o Tanisha Hogan, DC
  o Ala Samaiel, M&S
  o Laura Porfirio, CC

- Toy Drive
  o Christine Cameron, EC
  o Ouatfà Chuffe-Moscoco, DO
  o Rachel Araiza, DO
  o Laurie Natale, DO

4. OPEN FORUM/QUESTIONS – none

5. ADJOURNMENT

Next meeting: Friday, September 4, 2015
8:30 – 10:30 AM
Downtown Campus, Amethyst Room