



# PimaCommunityCollege

## Staff Council

### Staff Council Meeting Minutes

Thursday, July 7, 2016

8:30 AM – 11:00 AM

Desert Vista – Community Room

**Members Present:** Dee Burns, Linda Cordier, Cameron Purdie, Maira Rodriguez, Donna Cohn, Valerie Diaz, Mario Diaz de Sandy, Benetta Jackson, Rachel Araiza, Jaime Calvao, Aurie Clifford, Kathleen Hernandez, Aleksandra Knezevic, Tess LaPorte, Andrea Lightfoot, Steve Mendoza, Jan Posz, Emily Ratley, Joi Stirrup, Michael Tulino, Ivy Walker, Jeff White, Bill Klein, Gabe Scara, Vanessa Moon, Marilyn Harper, Lisa Nutt

**Excused Absence:** Masha Gromyko, Ouatfa Chuffe-Moscoso, Karyza Ochoa, Michael Peel, Ala Samaiel, Jorge Caballero, Christine Cameron, Bobby Burns, Torina, Garcia, Todd Poelstra

**Unexcused Absence:** Laurie Natale

**Non-voting Members/Visitors/Guests:** Allison Colter-Mack, Dolores Duran-Cerda, Frank Velasquez, Evan Goldberg, Miranda Schubert, Maricruz Ruiz

## 1. GENERAL MATTERS

- Introductions
- Agenda modifications — Staff Council Website and Plickers for In-Person Voting postponed
- Public comment and/or question(s) – none

## 2. BUSINESS REPORTS

- **Provost Report – Dolores Duran-Cerda**
  - HLC Notice Report
    - Sent June 29, 2016
    - PCC is currently collecting evidence for the 11 issues that led to the Notice sanction
    - Work is ongoing due to reorientation toward model of continuous improvement
  - Administration Reorganization Update
    - Email sent out with some of the new positions/assignments
    - There was a rumor that if your name was left off the list, it meant that you no longer had a position, but that is not the case; HR contacted individuals personally if there was a change in their employment status; seeking clarification regarding the new reporting structure should communicate with their area supervisors
  - All College Day
    - All College Day is August 19, 2016
    - MC will be David Dore
    - Two student speakers who spoke at the Multicultural Convocation will share their success stories
    - Staff/Faculty Awards will be given
    - Change for this year is a full breakfast and lunch will be served
    - Professional Development workshops will take place in the afternoon

- **HR Report – Allison Colter-Mack**

- 2015-2016 Outstanding Staff and Faculty Award Nominations.
  - 61 applications came in thanks to a push by Staff Council members to get the word out
- Non-Exempt Performance Evaluation Process
  - Performance evaluation tool has been accepted by ELT
  - August 2 & 4, trainings will be rolled out
  - It will be piloted at NW and DC to identify any modifications needed
- Performance Evaluations from Supervisors
  - Supervisors that had not submitted Employee Evaluations were contacted with a due date of June 30<sup>th</sup>.
  - Extension has been granted until week of July 11<sup>th</sup>.
  - Moving forward in the process, January 1- December 31 will be the clearly defined evaluation period
- June Recruitment Statistics
  - 11 recruitment efforts initiated (4 Internal/6 External; 1 Acting)
  - 7 selections (2 Exempt: 0 Internal/2 External; 3 Non-Exempt: 0 Internal/3 External; 2 Acting)
  - 2 Direct Appointment
    - Trina Felty: VP of Instruction
    - Mark Nelson: Dean of Humanities and Fine Arts
  - 3199 applications received June 1 – June 30, 2016
  - Year-to-Date: 76 hires (59% or 45 Internal including lateral transfer; 41% or 31 External candidates hired)

- **IT Report – Evan Goldberg**

- Banner Upgrade
  - Upgrade from version 9 to version XE
    - Will no longer use Java
  - Modernize the interface employees see in Banner data entry forms from banner.pima.edu
  - Will not change students/employees view with Banner through MyPima
  - Scheduled to take place in February 2017
  - Yavapai, Coconino and Cochise Colleges planning similar upgrades
  - Presentation on the new Banner interface will take place at All College Day
    - Will include project timelines and training plans
- IT Helpdesk Ticketing System Upgrade and Expansion
  - New process will unify the system to all IT units to collaborate more efficiently
  - Form for requesting service will move from servicedesk.pima.edu to the @Work page in MyPima
  - Target date to go live is August 8<sup>th</sup>
  - Both systems will operate together to close out old tickets but new tickets will only be accepted in the new system beginning August 8<sup>th</sup>
  - Next steps will be to expand to other departments with similar needs such as ADR and CLT
- Other IT notes
  - There will be one additional upgrade affecting Pima Reports that will hopefully resolve any technical issues that are currently being experienced, but until then, contact [pimareports@pima.edu](mailto:pimareports@pima.edu) for help
  - Previous suggestion regarding variety of chargers at TechCorners is being investigated

### 3. EMPLOYEE REPORTS

- **AFSCME Report – none**
  
- **ACES Report**
  - New ACES Board began July 1, 2016
    - President: Frank Velasquez, Jr
    - Past President: Denise Kingman
    - President Elect: Linda Cordier (newly elected)
    - Treasurer: Charlie McConnell
    - Secretary: Carol Carder
    - Member-at-Large, Community Service: Dena Wakefield
    - Member-at-Large, Membership: Sara Hastings
    - Member-at-Large, Networking: Missy Blair (newly elected)
    - Member-at-Large, Professional Development: Michelle Martinez (newly elected)
  
  - Mentorship Committee Update
    - Mentee Interest Application closed July 1<sup>st</sup>
    - Mentees will be matched to mentors soon
    - Pilot will start in approximately two weeks
  
  - Membership Update
    - Desire to increase membership at DO, DV and NW

### 4. STAFF COUNCIL BUSINESS

#### 4.1. Board of Governors/All College Council Updates

- ACC on break for summer
- BOG previous report in June minutes; no meeting of BOG in July

#### 4.2. Campus/District Reports

- EC:
  - Students participated in a STEM event at WC with other campuses
  
- CC:
  - PCC was awarded an Achieving the Dream grant and is the only community college in Arizona and among only 38 in the U.S. to receive the grant to create online degree programs using high-quality, open educational resources (OER). Achieving the Dream (ATD), Inc., a national community college reform network, is managing the new initiative on behalf of a consortium of investors, including the William and Flora Hewlett Foundation, Bill & Melinda Gates Foundation, Great Lakes Higher Education Guaranty Corp., Shelter Hill Foundation and Speedwell Foundation. The OER Degree Initiative is designed to help remove financial roadblocks, such as the high cost of textbooks, and spur improvements that will increase the likelihood of degree and certificate completion
  - Adult Basic Education for College and Career (ABECC) is full steam ahead with recruiting for Bridge, Behavioral Health Services (BHS) and IBEST (Integrated Basic Education and Skills Training). They are also writing year-end reports, contract extension documents, and transitioning to a new database.

Additionally, ABECC is now focusing on Career Pathways due to Workforce Innovation and Opportunity Act (WIOA). GED/Certification testing at CC

took a short break and will reopen soon. Please note: All Adult Education centers and services are OPEN on Fridays. They are not closed due to student services training. They send a representative team to those trainings when appropriate and then disseminate the information to the rest of the student service staff.

- The Community Campus Connections committee has been hard at work planning and implementing activities and functions that create a new sense of positive morale and promote a sense of community on campus. The committee's 2015-16 year began with an "I ♥ Pima Friday" kick-off and they have held a variety of activities including an ugly sweater contest, valentine making event, office Olympics, rodeo round-up BBQ, and an end-of-year Hawaiian luau. The committee looks forward to planning engaging activities again this year and encourage all locations to implement I ♥ Pima activities.
- DV:
  - Library remodel is ahead of schedule but the production of the glass walls may put the project closer to the original completion date
  - TRiO students are off on a trip to San Diego
- DO:
  - Human Resources has completed and sent out all faculty and administrator contracts
  - Employee Service Center will be hosting a special Wellness Event at each campus this month that will include information on the 2017 Pima Healthy Rewards Program - the opportunity to earn a discount on the College's medical plan. Visit Employee Wellenss on the Intranet or see Pima News for the schedule
  - PCC was recently recognized as a silver-level Healthy Arizona Worksite by the State of Arizona - the first community college in the state to be recognized

#### **4.3. Sub-Committee Reports**

- By Laws
  - Meetings have begun and goal is to bring to Staff Council for vote before end of year
- Elections
  - Committee will be meeting in July
  - Will not wait to finalize based on whether vote is to go to fiscal vs calendar terms
- Outreach – no report

#### **4.4. Update on Posting Audio on Pima Website**

- A transcript must be provided along with the audio before posting. This process is done by an outside agency. Currently minutes and agenda will be uploaded to website.
- More on this at next meeting

#### **4.5. Calendar Year to Fiscal Year Appointments**

- At next meeting in August a vote will take place regarding transitioning to a fiscal year model to bring us in line with other employee representative group across the College. If vote is to move to fiscal year, an additional vote will be held as to whether or not to extend current terms of representatives and officers to the following fiscal year end, or if we should wait until the next election to implement the new calendar.

An email will be sent out so that anyone who wasn't present at the July meeting is aware of the upcoming vote.

**5. OPEN FORUM**

**6. ADJOURNMENT –**

Next meeting: **Thursday, August 4, 2016**  
8:30 – 11:00 AM  
Desert Vista Campus – Community Room