Staff Council Meeting Notes  
Friday, February 1, 2013  
8:30 am – 10:30 am  
District Office, A-206

Members Present: Dee Burns, Dan Pinard, Laura Porfirio, Celia Tapetillo, Mykle Zoback, Donna Cohn, Cindy Gomez, Benetta Jackson, Amy Parker, Delso Bosquez, Chris Hauser, Aleksandra Knezevic, Karyza, Ochoa, Andrew Plucker, Jan Posz, Robert Ramirez, Mark Roybal, Ranee Tanner, Wendy Turner, Sruia Weirich, Eric Welch, Tanisha Arnett, Ron Cox, Tim Kelliher, Desiree Maultsby, Jorge Caballero, Gloria Majalca, Shawn Graham, Zeshan Siddiqui, Carissa Urbalje

Excused Absence: Mic Bouley, Fatima Wilson, Jennifer Wellborn, Debbie Yoklic, Dr. Miles

Unexcused Absence:

Non-voting Members/Visitors/Guests: Dr. Jerry Migler, Dr. David Bea, Dr. Dolores Duran-Cerda, Janet May, Rose Bolz, Kay Dodder, Jason Brown, Dianne Franklin, Stella Bay

1) GENERAL MATTERS
   1.1 Introductions
      1.1.1 Introductions were made.
   1.2 Agenda Modifications
      1.2.1 No agenda modifications.
   1.3 Approval of meeting minutes from January 11, 2012
      1.3.1 The meeting minutes were approved with correction that Dr. Dolores Duran-Cerda was present at the January meeting.
   1.4 Public Comment and/or Question(s)
      1.4.1 No public comment and/or questions.

2) BUSINESS
   2.1 Board Chair – Brenda Even
      2.1.1 Dr. Even addressed staff council on a couple of issue the college was dealing with at the present: the admissions policy and the Chancellor’s search.
      2.1.1.1 Dr. Even thanked Staff Council for their work and for contributing three members to the Chancellor Search Committee. Regarding the Chancellor’s search, Dr. Even stated that the committee had identified three strong candidates and was ready to introduce them to staff and the community. However, several things occurred that altered that plan. One of the finalists decided to withdraw for personal reasons. Then information was given to the committee raising questions about one of the other finalists, Dr. Sheehan. There were some alleged improprieties at her College, regarding their method for assigning credit hours, and also regarding finances. Neither the committee nor the consultant had been aware of these concerns until that point. It was decided to put the search on hold and re-evaluate. No interviews will be held next week. The Search committee will move forward and look for new candidates, rather than re-select from
the first pool. Those candidates are eligible to re-apply, but new applications will be sought. The remaining finalist, Dr. Burgess, will remain in contention until other finalists can be identified. The current members of the Search Committee will continue, unless an individual chooses to withdraw. A new consultant for the Chancellor search process will also be considered. A special board meeting will be held to discuss the next steps.

2.1.1.2 Dr. Even stated that there has been some misunderstanding about PCC’s new admissions policy/procedure. Admission to the College is still open and anyone can take classes at PCC. The objective is to make sure students are prepared when they enroll in a class by focusing more on assessment and placement so that students will be able to meet their goals.

2.1.1.3 A question was presented to Dr. Even about the Board of Governor’s meetings Public Comment section and the procedure to follow up. Dr. Even explained that during the open comment portion, people sometimes make statements or accusations to the Board that cannot be responded to immediately. Some issues are addressed later in the meeting, which the public would hear if they remained. Other issues become the subject of later public information announcements from the College. It is important to note that the Board must abide by the stated agenda of a meeting, and new items cannot be added by the public at the open forum.

2.2 Liaison Report – Vice Chancellor of Human Resources Janet May; guest Dianne Franklin, Director of EEO/AA/ADA

2.2.1 Assistant Vice Chancellor Jane May shared the follow recruitment statistics:

2.2.1.1 1813 applications in January, 26 hires, 19% internal, 84% external.

2.2.2 Meet and Confer process is underway and the groups will present their plans to the Board of Governor’s meeting this month.

2.2.3 The Grievance Procedure Ad-Hoc committee headed by Dr. David Bea will have the first meeting today at 3 pm.

2.2.4 The following policies are being rewritten to conform to changes in Federal law, or because of changes to the responsible individuals and their titles within the College: 1) RG-1501-A Final: Equal Opportunity/ADA, 2) SPG-1501-AC Final: American with Disabilities Act, 3) SPG-1501-AA Final Procedure for Complaints of Discrimination and 4) RG-2701/A: Copyright.

2.2.4.1 Regarding RG-1501-A Final: Equal Opportunity/ADA, SPG-1501-AC Final: American with Disabilities Act and SPG-1501-AA Final Procedure for Complaints of Discrimination some of the changes include: complaints against students are addressed through the Code of Conduct; employee complaints go through EEO/Employee Relations. Timelines for responding to complaints were established; complaints are kept confidential and do not go in the employees work file. Specific lines of reporting are defined, as are the specific duties of administrators, supervisors, and instructors when reporting complaints or violations.

2.3 Assistant Vice Chancellor – Dr. Dolores Duran-Cerda for Debbie Yoklic

2.3.1 The Copyright Standing Committee is revising RG-2701/A: Copyright. The changes state: the Executive Vice Chancellor reviews copyright policies every 2 years.

2.4 Provost and Executive Vice Chancellor Report – Dr. Jerry Migler

2.4.1 Dr. Migler announced the report to the Higher Learning Commission report was accepted and the assessment and monitoring activities outlined in the report are underway and will be ongoing.
2.4.2 At the last Board of Governors meeting, Dr. Migler stated that two reports were presented. The first regarded the registration procedures for the Prep Academy.

2.4.2.1 It is very early in the process, so students have not gone all the way through to graduation or transfer. Data will be collected and presented at a later date.

2.4.3 The second dealt with the new Federal legislation regarding children of immigrants may affect PCC policies: The Deferred Action for Childhood Arrivals proposal.

2.4.3.1 This contains language concerning who is eligible for in-state tuition. Prior to this legislation, the college policy has been that students had to show they were “lawfully present” in the country in order to attend Pima as an in-state student.

2.4.4 Dr. Migler shared an overview of the many functions of the Provost’s Office.

2.4.4.1 The position of Provost is essentially to function as Chief Academic Officer and Chief Student Services Officer. While each campus has unique needs, PCC seeks to provide consistency. The Provost’s Office provides balance between competing interests.

2.4.4.2 The specific areas that fall under the direction of the Provost Office include:

• Accreditation (we do this College-wide)
• Contracts & certification (formerly this was done by the State) – includes making sure qualifications are in order for faculty and adjuncts
• Curriculum & articulation – includes course descriptions and titles, which must be equivalent and consistent; also transcript verification
• Program review – a regular cycle of review to measure outcomes, essential for accreditation
• Disabled Student Resources – includes verifying compliance with Federal laws
• Library Technical Services – central support for all campus libraries
• Athletics (including Title IX compliance)
• Financial aid
• Admissions & records
• Career services (for students)
• Grants
• Planning & institutional research (compiles data on College processes and success)

2.5 Interim Chancellor Report – Dr. David Bea for Dr. Suzanne Miles

2.5.1 Dr. Bea shared the following:

2.5.1.1 The College was asked by the Higher Learning Commission to submit a report describing how we are improving curriculum and assessment of student learning. The report was accepted and praised for our many efforts to better serve students in the classroom.

2.5.1.2 As reported in the Interim chancellor’s weekly report, employee forums are being held to gather input into the College Plan. You can refer to that report for the dates, times and locations for the forums.

2.5.1.3 Representatives from the Higher Learning Commission of North Central Arizona Colleges and Schools visited PCC on January 17 – 18, 2013. And interviewed Board members, administrators, community members, faculty, staff and students regarding concerns about College governance, administration and human resources. The HLC will contact us in four to six weeks with their findings.

2.5.1.4 Smoking Policy update: Dr. Bea stated that after gathering input, Cabinet is leaning toward having designated smoking areas, which would be the only places smoking is allowed. They may do a survey to find campus preferences, but much input has already been offered. The designated areas would NOT be in front of entrances to buildings. There will also be a clarification of the policy on “e-cigarettes”, which are presently not allowed to be used inside buildings.
2.6 Campus Security Update – Chief Stella Bay

2.6.1 Chief Bay provided Staff Council with an update on what was being done about a recent incident at the Downtown Campus.

2.6.1.1 Last week a woman was assaulted and robbed by a man who had been hiding in a restroom at the Downtown Campus. A crime scene investigation was conducted and evidence taken which is being evaluated. To date no suspect has been identified. Chief Bay emphasized that sexual assaults on campus are very rare, and this is the first one to take place in a restroom.

2.6.1.2 The College has 29 full-time officers who are trained in numerous crime prevention and response techniques. Nevertheless, staff and students are urged to remain aware of their surroundings and to report any suspicious behavior immediately, by phone, email, or text.

3) EMPLOYEE REPORTS

3.1 AFSCME Report – Rose Bolz

3.1.1 Meet and Confer items will be presented to the Board of Governors at the February meeting.
3.1.2 ASFCME gained 10 new members this month.
3.1.3 There will be a Steward training in March. Watch of the announcement email if you are interested in becoming a steward.

3.2 ACES Report — ACES President Jason Brown

3.2.1 The Board of Governors will hear items from Meet and Confer. One proposal has already been accepted.

4) COUNCIL REPORTS

4.1 Board of Governors Report – none

4.2 Campus/ District Report(s) and Updates

4.2.1 West Campus Center for the Arts has an upcoming show based on the music of Elvis Presley
4.2.2 West Campus is hosting the LULAC Leadership Conference on March 12. Volunteers are needed. You can go to the website to complete the form.
4.2.3 Aviation will have a graduation ceremony on March 1 at 5 pm, all are invited.
4.2.4 District Office is planning a Diversity Celebration for November. Contact Sriura to volunteer or participate.

5) OTHER BUSINESS

5.1 Committee Assignments

5.1.1 Sign-up sheets were available for Marketing, Fundraising and Bylaws committees

6) OPEN FORUM/QUESTIONS

6.1 A question was asked if Staff Council now needs a rep from the Roberts campus. It was indicated that was covered by Community Campus representatives.

7) ADJOURNMENT

8) Next meeting: Friday, March 1, 2013
8:30AM – 10:30AM
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