Staff Council Meeting Notes  
Friday, April 5, 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, Amy Parker, Mic Bouley, Denise Dudoit, Chris Hauser, Aleksandra Knezevic, Karyza Ochoa, Mark Roybal, Shani Stewart, Ranee Tanner, Wendy Turner, Sriura Weirich, Eric Welch, Jennifer Wellborn, Tanisha Arnett, Desiree Maultsby, Damian Montoya, Jorge Caballero, Trisha Silva, Shawn Graham, Zeshan Siddiqui

Excused Absence: Benetta Jackson, Delso Bosquez, Jan Posz, Ron Cox, Andrew Kachur, Carissa Urbalejo

Unexcused Absence: Robert Ramirez

Non-voting Members/Visitors/Guests: Dr. Suzanne Miles, Dr. Dolores Duran-Cerda, Deborah Yoklic, Janet May, Lori Cox, Jason Brown, Rose Bolz, Kay Dodder

1) GENERAL MATTERS
1.1 Introductions
1.1.1 Introductions were made.

1.2 Agenda Modifications
1.2.1 None.

1.3 Approval of meeting minutes from March 1, 2012
1.3.1 The meeting minutes were approved with corrections.

1.4 Public Comment and/or Question(s)
1.4.1 No public comment and/or questions.

2) BUSINESS

2.1 Liaison Report – Vice Chancellor of Human Resources Janet May
2.1.1 Assistant Vice Chancellor Jane May shared the follow recruitment statistics:
2.1.1.1 1728 applications in March, 25 general designated positions with 32% internal, 68% external.
2.1.1.2 Calendar year-to-date is 59 positions filled with 34% internal and 66% external.
2.1.2 Meet and Confer process is going well and is in the “downhill side.”
2.1.3 Professional Development has 23 sessions scheduled in April. Information for the session can be found on the Intranet.

2.1.4 Questions and answers:
2.1.4.1 Resumes for job applications are required for some positions—exempt especially, but are optional for others—mainly non-exempt.
2.1.4.2 Internal transfer eligibility will be discussed in regular meeting with employee groups.
2.1.4.3 Medco/Express Scripts prescription delivery issue
2.1.4.3.1 Janet will look into employees having meds shipped to work vs. home only. This would prevent loss of medications due to sitting in the heat all day if delivered at home.

2.2 **Assistant Vice Chancellor – Debbie Yoklic – no report**

2.3 **Provost and Executive Vice Chancellor Report – Dr. Dolores Duran-Cerda for Dr. Jerry Migler**

2.3.1 Dr. Migler was at the HLC Professional Development Conference. This does not have anything to do with the findings or report regarding PCC’s status.

2.3.2 Dr. Duran-Cerda reminded everyone that changes have been made to the registration and placement guidelines.

- 2.3.2.1 The assessment requirements will be suspended for at least one year.
- 2.3.2.2 Students in very basic levels of Dev. Ed. will have options for developmental classes.
- 2.3.2.3 All the information is current on the Web page and any student can register.
- 2.3.2.4 The Provost will discuss with Faculty Senate the appropriate levels of assessment scores for reading, writing, and math.

2.3.3 The three state universities have sent us letters saying they will continue to accept our transfer credits without reservation.

- 2.3.3.1 Question about out-of-state transfers – Dr. Migler will draft a letter for them explaining the situation.

2.4 **Interim Chancellor Report – Dr. Suzanne Miles**

2.4.1 Dr. Miles addressed Staff Council for the last time as Interim Chancellor.

2.4.2 The next Board of Governors meeting will be April 10.

- 2.4.2.1 Meeting will begin with special recognitions.

2.4.3 The new Interim Chancellor, Dr. Harris, will begin work on Monday April 15, 2013.

- 2.4.3.1 Representatives who were on the interview committee were very impressed with her and are optimistic that she can move us forward.

2.5 **Internal Auditor Report – Ethics Point – Lori Cox**

2.5.1 Ms. Cox shared an update on Ethics Point.

- 2.5.1.1 Review of the purpose, mission, and objectives.
  - 2.5.1.1.1 Documents and process will be posted on the FAQ page on the Ethics Point page on the Intranet.
  - 2.5.1.1.2 Ethics Point merged with Navex Global in 2012.
  - 2.5.1.1.2.1 Largest “hotline” provider in the world serving over 400 colleges, and universities and Fortune 500 companies.

2.5.1.2 Reporting chain.

- 2.5.1.2.1 Auditor reports directly to the Chancellor (or Interim Chancellor).
- 2.5.1.2.2 Can bypass the Chancellor, if necessary, and go to the Board of Governors
- 2.5.1.2.3 May also report to outside legal counsel or the Legislature if needed.

2.5.1.3 Overview of reporting process.

- 2.5.1.3.1 There are several ways to file a report
  - 2.5.1.3.1.1 By phone: toll-free at 1-855-503-8072
  - 2.5.1.3.1.2 Online: [www.complianceandethics hotline.ethicspoint.com](http://www.complianceandethics hotline.ethicspoint.com)

- 2.5.1.3.2 Reporting is not tracked except by anecdotal numbers.
- 2.5.1.3.3 Reports go directly from Ethics Point to Internal Auditor.

- 2.5.1.3.3.1 Response within 7 – 10 business days of complaint.
- 2.5.1.3.3.2 Complaints remain open for 60 days.
2.5.1.3.3 Auditor only one that can release the complaint to another “user” within the system.

2.5.1.3.3.1 “User” is designated as person in department/area that has the expertise to answer questions/assist with the investigation of complaint.

2.5.1.3.4 Anonymous reporting is allowed.

2.5.1.3.4.1 There must be a balance between keeping confidentiality and having enough information to investigate.

2.5.1.3.4.2 In small departments, it may be hard to stay anonymous, but the Internal Auditor will not disclose any information about complainants.

2.5.1.3.4.3 The College complies with State whistle-blower protection policy.

2.5.1.4 Questions and Answers:

2.5.1.4.1 How can we measure progress with regard to a “culture of fear”?

2.5.1.4.1.1 Policies and procedures can be changed, and cases will remain open until resolved. If a complainant is not satisfied with the response they receive, they can re-submit the complaint after 60 days. Lori has not had any reports of staff being afraid to come forward.

2.5.1.4.2 How is the Internal Auditor position different from an Ombudsman?

2.5.1.4.2.1 That position serves as an advocate/mediator. The Internal Auditor is separate and independent from all employee groups. The Internal Auditor performs audits, reviews, and special investigations on a regular basis. Adding Ethics Point is just a new tool, and not really an expansion of the job duties.

2.5.1.4.3 Would having an Ombudsman at Pima enhance what the Internal Auditor does?

2.5.1.4.3.1 Maybe – it’s an interesting suggestion.

2.6 2014 – 2015 Academic Calendar – Terra Benson

2.6.1 The new calendar in draft form was presented.

2.6.2 Process for determining the Academic Calendar:

2.6.2.1 It is reviewed annually by a Standing Committee of administrators, faculty, and staff.

2.6.2.2 Committee sets the scheduling and ensures compliance for the number of required “Accountability days” that faculty are on campus and available to students.

2.6.2.2.1 Faculty must be present for 169 Accountability days out of their 197 Contract days.

2.6.3 The 2014 -2015 calendar:

2.6.3.1 Fall classes will begin Tuesday, Aug. 26—two days after UA begins.

2.6.3.1.1 Veteran’s Day will fall on a Tuesday in 2014.

2.6.3.2 Spring semester will begin Tuesday, Jan. 20, after Martin Luther King Day.

2.6.3.2.1 The Rodeo Recess is the same as for the City and TUSD.

2.6.3.2.2 Spring Break is the same as the UA.

2.6.4 The Academic Calendar Committee will now set the dates for All-College Day and the Faculty and Staff Development days.

2.6.5 The calendar must still be approved by Faculty Senate, PCCEA, and the Board of Governors.

2.6.5.1 Being presented to Faculty Senate this afternoon.

2.6.5.2 Will likely go to the Board of Governors at May meeting.

3) EMPLOYEE REPORTS

3.1 AFSCME Report – Rose Bolz

3.1.1 Rose reviewed the officers and stewards names and positions for ASFCME.

3.1.1.1 Complete list is on the ASFCME website.

3.1.2 Membership meetings

3.1.2.1 Last meeting included updates and visitors from State and local government

3.1.2.1.1 TUSD Superintendent, John Pedicone
3.1.2.1.2 City Council member, Richard Fimbres
3.1.2.1.3 Mayor Jonathan Rothschild
3.1.2.2 April 10, 2013 at 5:30 pm.
3.1.3 Committee work
3.1.3.1 If you are interested in committee work you may get in touch with Matt through AFSCME.
3.1.4 Ballot
3.1.4.1 A ballot was sent to members to assess responses to the issues currently facing us – results will be announced soon.

3.2 ACES Report — Jason Brown
3.2.1 Meet and Confer
3.2.1.1 ACES is working through some final issues and should conclude soon.
3.2.2 Voting on No-confidence for Board of Governors
3.2.2.1 The voting on the no-confidence resolution for the Board of Governors will end April 9, 2013.
3.2.2.1.1 Plans are to announce in statement at BOG meeting April 10, 2013
3.2.3 Step Progression Plans
3.2.3.1 Exempt staff SPPs are due April 15th.

4) COUNCIL REPORTS

4.1 Board of Governors Report – none

4.2 Campus/ District Report(s) and Updates
4.2.1 Shani Stewart, a Staff Council member, was one of the performers in the recent production of the Vagina Monologues.
4.2.2 The Athletic Hall of Fame induction ceremony will be tonight at 6 p.m. at the West Campus.
4.2.3 The production of The Diary of Anne Frank begins April 11.
4.2.4 Volunteers are still needed for Graduation, May 16 – contact Craig Winters or Jennifer Wellborn.
4.2.5 The Multicultural Convocation will be held May 9 at West Campus.
4.2.6 A diversity conversation will take place on April 26 from 2-4 at Downtown Campus in the Amethyst room. Topic: diversity, race & fear.
4.2.7 IT is getting reports of password problems with Pima Reports and Banner. Remember that you must use your new, more secure, password.

5) OTHER BUSINESS
5.1 Committee Reports
5.1.1 Marketing – none

5.1.2 Fundraising – none

5.1.3 General Committee Discussion
5.1.3.1 Do we need more committees?
5.1.3.1.1 Suggestions included:
5.1.3.1.1.1 A peer mentoring focus or something to help heal the disruption people are going through.
5.1.3.1.1.1.1 It was mentioned perhaps the use of services from Deer Oaks (or the company in the next contract if not Deer Oaks) could be utilized.
5.1.3.1.1.1.1.1 A workshop or 2 at All College Day was suggested.
5.1.4  **BOG Representative Election**

5.1.4.1  Vacancy for the term that runs through December 2014.

5.1.4.1.1  Discussion before nominations regarding the position/responsibilities.

5.1.4.1.1.1  The Board representatives are responsible for reporting out to the Board on Staff Council concerns and actions, and for bringing back responses.

5.1.4.1.1.2  This person represents Staff Council and therefore must remain professional.

5.1.4.1.1.2.1  Keep reports brief and to the point.

5.1.4.1.1.2.1.1  Send report to secretary.

5.1.4.1.1.2.2  Remember speaking for others

5.1.4.2  Amy Parker was nominated, accepted and elected unanimously by all members present as the BOG rep for Staff Council.

6)  **OPEN FORUM/QUESTIONS**

6.1  Regarding earlier discussion/questions about an Ombudsman.

6.1.1  A request was made a year ago for a College Ombudsman, but no action has been taken yet.

6.2  Do we do 360 degree reviews of administrators?

6.2.1  PCCEA is involved in administrator review

6.3  What is the best way to conduct information sharing/advocacy/follow-ups on our campuses?

6.3.1  Concerns raised at Staff Council are included in the Minutes (except Meet & Confer/policy issues), and are available on the Web page.

6.3.2  Representatives should feel free to disseminate information from Staff Council among their employee groups.

6.3.3  Questions raised informally with members can be brought to meetings, where administrators and others are present and available to answer questions and concerns.

6.4  Board of Governors Meeting – April 10, 2013

6.4.1  Staff Council will again present our statement of no confidence to the Board. Mykle encouraged everyone to attend to show support.

6.4.2  There was discussion of the best way to present the statement, which the Board does not seem inclined to acknowledge.

6.4.2.1  A vote was conducted to choose the method of presentation,

6.4.2.1.1  6 votes were to have the statement read by each speaker, 16 votes to have Chair, Mykle Zoback, read the statement, while all other members stand together in support.

6.4.2.1.1.1  A suggestion was made to include a statement before the initial statement addressing the fact the board does not seem to be listening to the statement.

6.4.2.1.2  It was discussed using visual aids along with the reading of the statement.

6.4.2.1.2.1  These are allowed and can be very effective if news cameras are present.

6.4.2.1.2.1.1  Parts of the statement may be printed on signs if time allows before the meeting night.

7)  **ADJOURNMENT**

8)  **Next meeting:**  
Friday, May 3, 2013  
8:30AM – 10:30AM  
District Office, A-206