Staff Council Meeting Notes
Friday, May 3, 2013
8:30 am – 11:30 am
District Office, A-206

Members Present: Dan Pinard, Laura Porfirio, Celia Tapetillo, Mykle Zoback, Donna Cohn, Cindy Gomez, Benetta Jackson, Amy Parker, Delso Bosquez, Mic Bouley, Denise Dudoit, Chris Hauser, Karyza Ochoa, Jan Posz, Robert Ramirez, Mark Roybal, Shani Stewart, Ranee Tanner, Wendy Turner, Sriura Weirich, Jennifer Wellborn, Tanisha Arnett, Ron Cox, Andrew Kachur, Desiree Maultsby, Damian Montoya, Jorge Caballero, Trisha Silva, Shawn Graham, Carissa Urbalejo

Excused Absence: Dee Burns, Aleksandra Knezevic, Eric Welch, Zeshan Siddiqui

Unexcused Absence:

Non-voting Members/Visitors/Guests: Dr. Karen Solomon (HLC Liaison), Dr. Cecilia Lopez (HLC Consultant), Dr. Jerry Migler, Deborah Yoklic, Janet May, Jeff Silvyn (General Counsel), Leticia Menchaca (AVC Student Development), Michael Tulino (VP Northwest Campus), 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 April 5, 2013
1.3.1 The meeting minutes were approved.

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

2) BUSINESS

2.1 HLC Liaison – Dr. Karen Solomon and HLC Consultant – Dr. Cecilia Lopez
2.1.1 Dr. Solomon and Dr. Lopez introduced their presentation “Preparing for the next Comprehensive Evaluation”. Contents included: Basics; Timeline; Criteria & Practices; and Resources.
2.1.2 Timeline for current review is:
   ● Aug. 2013: Monitoring report – a plan to meet the Assumed Criteria expected by the HLC
   ● July 2014: Self-study report
   ● Sept. 2014: Comprehensive on-site evaluation
   ● Dec. 2014/Jan. 2015: Institutions Actions Council (IAC) hearing
   ● Feb. 2015: HLC Board of Trustees meeting
2.1.3 The elements of accreditation and new criteria can be reviewed at: www.ncahld.org
2.1.4 Accreditation standards consist of Assumed Practices, which are standard for all institutions, and include: Mission; Integrity and Ethics; Teaching and Learning Quality and consistency; Teaching and Learning Evaluation and Improvement; Resources, Planning, & Effectiveness. Evaluations are based on categories of: Criteria (broad statements), Core components (specific areas of focus), and Sub-components (for some components).

2.1.4.1 Categories will be ranked with either Met; Met with Concerns: or Not Met

2.1.5 Dr. MaryAnn Martinez-Sanchez will be the contact for the HLC. All questions and concerns can be sent to her at: Mamsanchez@pima.edu

2.2 Interim Chancellor Report – Dr. Zelema Harris

2.2.1 At the BOG meeting in April, salary increases were approved at various levels for employee groups. After concerns were raised at the May BOG meeting, an announcement of a change to that approval will be made.

2.2.1.1 Exempt staff will get a 3% increase as did the Non-exempt

2.2.1.2 Decision on the distribution will be left to the employee groups and not designated or restricted as to Steps and Lifts.

2.2.2 Concern has been raised that Pima is moving away from our mission of access to education.

2.2.2.1 The interpretation of PCC adopting new academic standards is that it is limiting access.

2.2.2.2 Dr. Harris wants to bring in experts with experience in best practices to assist with informing PCC personnel on the way to proceed.

2.2.2.3 PCC needs to clarify and communicate our role in working with the most disenfranchised students, and determine how to serve them successfully.

2.2.2.4 Dr. Harris also stated that she is aware there are systemic issues at the College that need to be addressed, and that the focus should continue to be on student services and success.

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

2.3.1 Dr. Migler stated that the Provost’s office is working on the response to the Monitoring report, focusing on two Assumed Practice issues: Faculty involvement in curriculum; and the Grievance process.

2.3.2 Provost’s office is working on creating a framework for the self-study to gather the needed information.

2.3.2.1 Input will be needed from many employees. To begin, everyone is encouraged to review the HLC’s Components and Criteria.

2.3.2.2 The full booklet can be viewed/downloaded at: www.ncahld.org

2.3.3 Student Services report team is in place and working on the Program Review.

2.3.4 Scope will be expanded to include: Focus will include retention and success, not just intake; 2 surveys of students will be conducted to get information about their experiences; and student retention is strongly correlated with engagement, and there will be much more student involvement that we have had in the past.

2.4 Liaison Report – Vice Chancellor Janet May

2.4.1 Vice Chancellor Janet May shared the following statistics:

2.4.1.1 2035 applications in April, 12 general designated positions with 58% internal, 42% external.

2.4.1.2 Calendar year-to-date is 71 positions filled; 38% internal and 62% external.

2.4.2 Step Progression Plans for Non-Exempt staff are due June 1, 2013.

2.4.3 Professional Development days are June 5th at West Campus for Non-Exempt and June 7th at Downtown Campus for Exempt.

2.4.4 There will be 15 face-to-face professional development opportunities in May. Schedule is available on the Intranet
2.4.5 Meet & Confer will have one last meeting on May 9th. Salaries will be the discussion along with the distribution of the increases.

2.5 Vice Chancellor’s Report – Assistant Vice Chancellor Debbie Yoklic

2.5.1 Ms. Yoklic briefly shared the policy documents that have been revised:

2.5.1.1 SPG 1302/AB Contracts: Provides new signature authority for the VC for Facilities

2.5.1.2 SPG 3501-AA Admissions & Registration: Includes information about “DACA” students, and removes references to non-degree seeking students. No longer applicable due to the changes in admissions policy.

2.5.2 General Counsel – Jeff Silvyn

2.5.2.1 Mr. Silvyn shared the changes to SPG 1502-AC. Previously outsourced legal services will now go to an internal legal advisor. SPG explains the new policy and the duties of this person as legal advisor to PCC.

2.6 Code of Conduct – AVC Student Development – Leticia Menchaca and VP of Northwest Campus – Michael Tulino

2.6.1 A step-by-step document of the process for addressing the Code of Conduct violations has been created.

2.6.1.1 Outlines the steps to follow: Who to contact; how to report; and expected communication response.

2.6.1.2 Intention is to improve communication and consistency in dealing with violations. Available on the Intranet.

3) EMPLOYEE REPORTS

3.1 AFSCME Report – Rose Bolz

3.1.1 Meet & Confer has been extended to May 9th to complete the negotiations about salary distribution.

3.2 ACES Report — Jason Brown

3.2.1 Meet & Confer final meeting May 9th.

4) COUNCIL REPORTS

4.1 Board of Governors Report

4.1.1 Employee groups stood together to express the vote of No Confidence to the 4 members on the Board of Governors during the time Dr. Flores was Chancellor of PCC.

4.1.2 For the May 8th BOG meeting there will be a Solidarity march to the District Office. Meet at Rincon High School at Burns Park (5th St. & Swan) at 5:30 pm

4.2 Campus/ District Report(s) and Updates

4.2.1 Staff Council shirts will be available if there is interest. Contact Mykle Zoback for details.

4.2.2 The event “A Conversation on Fear and Diversity” was successful. Meeting notes will be shared after May 9th.

4.2.3 Chancellor Candidates employee survey: Link was emailed; please respond with feedback.

4.2.4 By-laws committee: Members still needed from East, Downtown and West Campuses

4.2.4.1 Volunteers for the committee were: Carissa Urbalejo (West Campus) and Ron Cox (Downtown Campus)

5) OTHER BUSINESS

5.1 Human Resources Feedback and Discussion – Janet May
5.1.1 Comments and suggestions regarding HR were sent in to Staff Council Chair, Mykle Zoback. Twelve pages were compiled and sent to Janet May and Dr. Harris to be addressed/answered at the Staff Council meeting.

5.1.1.1 Those questions and statements dealt with the hiring and interviewing process, committees, and practices of HR.

5.1.1.2 Due to the length of questions/concerns and time another meeting will be called to complete the remaining items.

6) ADJOURNMENT

7) Next meeting: Thursday, June 6, 2013 (summer meetings move to Thursday)
   8:30AM – 10:30AM
   Community Campus (rotation to other campuses for summer)