MEMBERS PRESENT: Paul Brown, Barbara Carey, Shawnee Hanzlick, Regina Suitt, Libby Swanson, Fatima Wilson, Mykle Grant, Olga Encinas, Barbara Byrnes, Joe Dolan, Leslie Hargrove, Rita Ladd-Carpenter, Carrie McLaughlin, Alicia Rosales, Jennifer Schowengerdt, Carmen Turner, Rosalind Williams, Mary Anne Wilson, Manny Durazo, Suzanne Blackburn, Paula Swindle, Robert Swindle, Gail Fritz, Sherry Wright, Clare Strom, Bob Brodie, Carol Carder, Terrie Fisher, Diane Miller

MEMBERS ABSENT: Frank Wood

EXCUSED: Jeanne Heisman, Luisa Hernandez, Joan Warfield, Prisila Mata, Eric Welch

GUESTS: Roy Flores, Shelley Fortin, Charlotte Fugett, Suzanne Miles
Notetaker: Linda Ashenbrener

1. **GENERAL MATTERS**
   1.1 Introductions
   1.2 Agenda Modifications
      Add 2.5 Paula Swindle, Fundraiser Information
   1.3 Approval of November minutes
      Approved.
   1.4 Announcements
      No announcements at this time.

2. **BUSINESS**
   2.1 Provost Report: Dr. Suzanne Miles
      ➢ All Faculty Day: Friday, January 12, West Campus, Guest speakers are Dr. Robert Shelton, UA President, and the Chancellor, followed by a question and answer session with Dr. Shelton and our Chancellor. There will also be a presentation by a faculty team on “Student Learning Outcomes” at the College.
      ➢ Strategies for the College Plan are due in the spring with the focus to be on Planning and Research reporting, design of a formal Faculty Mentoring Program District-wide, refining the Academic Standards Progress process, and fitness/athletic facilities for the community (includes replacement of track at West Campus)
      ➢ The Provost is reviewing and changing reporting and processes concerning Financial Aid. The District Financial Aid Office is being remodeled. Gratitude is extended to the Financial Aid Office for their assistance and to Anna Reese for her work as the new Director of Financial Aid.
      ➢ Proposition 300 (Immigration): The College is deciding what to do to change the application process for students and waiting to hear from the State and the legal team on what is required.
      ➢ The Provost will attend the National Legislative Week in Washington, DC in February and will be attended by a team to include the Chancellor, members of the
The Provost was asked if PCC is involved in a 3+1 program with State universities. Response: She responded by saying PCC is involved with Indiana University’s 90/30 program (90 credits at PCC and 30 credits on-line with Indiana University) which gives students an opportunity to obtain a bachelor’s degree in General Studies.

A concern was expressed by a Staff Council member that if Planning and Research is taking over the reporting aspects (PDA reports) for the College, if the IT connection will still be available. Dr. Miles reported that Del Dawley is in that position. In the future, reports will be able to be accessed through the desktop level. Employees will be trained to run their own reports.

Chancellor, Dr. Roy Flores, spoke to the group and gave an overview of some of the concerns impacting the College:

- The Chancellor is concerned with the State curtailing the ability for the local board to raise the revenue. If society does not support investing in education, we will fall behind. The College expects more legislation to be introduced. Bilingual pay may be abolished since voters have made English the State language to conduct business. Concerns of accountability may result in the creation of a State Board to oversee community colleges to ensure colleges are following proper standards and procedures.
- There are serious efforts to ensure that students have access to baccalaureate degrees. To create access is to have more people succeed in community colleges and transfers. Thanks to efforts by all, - including administrators, faculty, and staff - we have the largest number of transfers (about 900) to the University of Arizona. The Chancellor urges everyone to look into the Indiana University program. We will continue to look at developing opportunities for the 90/30 program with other universities.
- The creation of a medical campus at PCC is on track. If the bonds are issued, the building will be approximately 120,000 square feet. A small high school, along with a community college, will be housed within the campus. There will be technology set up to provide training from anywhere in the US.
- The College is working with Pima County for a new center for adult education that will provide training and education.
- Dr. Richard Durán, Desert Vista Campus President, will officially start March 1 in his new position as President of Oxnard College.
- A question was asked of the Chancellor if he has any comments in regards to enrollment. He responded that the College needs to recognize our market is an adult market and there is a concern we are not meeting the needs of the community. When we meet those needs, enrollment will increase. Dr. Miles mentioned two changes: each campus has a service area with Deans going out to find out what the community needs are; and, the roles of K-12 Coordinators have changed to Recruiters. Recruiters are making the initial contact with businesses to find out what their educational needs are and reporting the information to the deans.

2.2 **Liaison Report:** Charlotte Fugett

Charlotte welcomed new members and extended thanks to all employees who worked during the winter break. Discussion on the following:

- Problems are occurring when individuals fail to have their correct address on record in Banner. Some paychecks were returned to the College during the winter break.
and employees had to wait for checks until the College reopened January 2. Please make sure you keep HR/Payroll informed of any change in your address. The College will be sending W2s to home addresses this month. Direct deposit is encouraged for all employees.

- One of the legislative issues is the increase in minimum wage. A small group within the College is currently impacted (i.e. tutors, work study). Administration will review the impact over the next few years until the maximum increase is reached.
- Meet and Confer will begin at the end of January.
- Events:
  - Non-Exempt Professional Development Day was held in December
  - The Administrator Leadership Management Academy was held in December and another session will be available for attendance in May. The event provides information in education law, finance, and information on management.
- Interviews for medical insurance providers will be held late January and a recommendation to the Board will be presented at the February Board meeting.
- Gail Perry, Director of Human Resources Operations, has accepted a position at Arizona Central Community College. HR is working to fill the position.

2.3 Introduction of Staff Council Representatives
All members, including new members, were introduced.

2.4 Orientation
A packet was distributed to all members that included the mission, the number of representatives from each campus, a list of officers and duties, addressable issues, governance, examples of issues that Staff Council can or cannot address, who can attend meetings, how meetings are conducted, and the address of the Staff Council web site (http://www.pima.edu/staffcouncil/index.shtml).

The notetaker for Staff Council meetings is provided by the liaison, the Executive Vice Chancellor for Administration.

Participation as a member of Staff Council counts towards step progression. Supervisors must recognize the representatives’ commitment. Reps will be invited to meetings through the Outlook calendar.

Officers will be elected at the next meeting in February.

2.4 Update on Spring Fundraiser
Paula Swindle will continue working with Staff Council until the fundraiser is completed. The event with a western theme is to be held March 23rd at West Campus and will provide funds for the Progress program. Tickets will be distributed to reps today to sell for event. Tickets will sell for $12 for adults, $4.00 for children ($5 is tax deductible). The menu will include 1/3 of a chicken, or beef/pork sandwiches with coleslaw. The food will be provided by Jack’s BBQ at a cost of $6.65 per person. Dinner will be provided from 5:30-7:00 pm, entertainment from 7:15-9:00 pm, and dancing from 9-10:30 pm.
Flyers will be sent to Staff Council reps through email to post on campuses and there will be announcements in PimaNews prior to the event.
Paula will follow-up with Michael Engs to get information on who received scholarships from last year’s fundraiser for Youth on Their Own.

3. COUNCIL REPORTS
3.1 Board of Governors’ Report
There was no Board meeting held in December.

3.2 Campus/District Reports
No reports at this time.

3.3 Committee Reports
- **Benefits Committee:**
  The Committee is working with a consultant, the Segal Company, to obtain a medical insurance provider for the College. Three major companies will be interviewed the third week in January.

- **Marketing Committee**
  The Committee has worked on a number of recommendations but they have to be approved by the Board of Governors before they can go forward.

- **College-Wide Professional Development Committee**
  Many great training proposals have been submitted and will be reviewed at the next meeting.

4. EMPLOYEE REPORTS
4.1 AFSCME
AFSCME is gathering concerns from employees in preparation for Meet and Confer. Some of the topics for discussion during this year’s session include a payroll increase, a permanent book fund, and issues of Step Progression.

4.2 ACES
A non-general membership meeting was held to compile and identify issues. Questions or concerns should be emailed to Clare Strom, Patsy June, or Nick Curtis. Issues to be discussed during Meet and Confer include step progression and professional development funds.

5. OPEN FORUM/QUESTIONS
- Charlotte Fugett is waiting for interpretation of the proposition that passed on English only. She is also checking with legal counsel on bilingual concerns. The College will conduct business as usual until we get official changes.
- Each campus will work on promoting and informing employees and the community of any changes in traffic patterns during road construction.

6. ADJOURNMENT