MEMBERS PRESENT: Barbara Carey, Shawnee Hanzlick, Julie Hecimovich, Regina Suit, Libby Swanson, Joan Warfield, Fatima Wilson, Joe Dolan, Leslie Hargrove, Rita Ladd-Carpenter, Prisila Mata, Alicia Rosales, Carmen Turner, Eric Welch, Rosalind Williams, MaryAnne Wilson, Manny Durazo, Suzanne Blackburn, Paula Swindle, Robert Swindle, Gail Fritz, Sherry Wright, Jeanne Heisman, Clare Strom, Bob Brodie, Terrie Fisher, Diane Miller

MEMBERS ABSENT: Paul Brown, Jennifer Schowengerdt,

EXCUSED: Barbara Byrnes, Carol Carder, Olga Encinas, Luisa Hernandez, Carrie McLaughlin, Frank Wood,

GUESTS: Char Fugett, Shirley Jennings, Linda Ashenbrenner

1. **GENERAL MATTERS**
   a. Introductions
   b. Agenda Modifications
      None
   c. Approval of February 2 minutes
      Approved with the following changes:
      1.c. Jeannie – change to Jeanne
      3.a. (4th bullet) – “Interpreters feel they have not been treated fairly…”
   d. Announcements
      ➢ March 10: Climb to Conquer – Three-mile walk on “A” Mountain for the American Cancer Society
      ➢ April 15: Race for the Cure (team reps on each campus)

2. **BUSINESS**
   2.1 Provost Report: Dr. Shirley Jennings
      ➢ The Provost’s Office is working with attorneys on implementing Proposition 300 to certify that students are in the U.S. legally. Requirements will be in force for Summer registration beginning March 12 to get students certified. It is up to students to attest the information they provide is true. Students not declaring residency will be charged out-of-state rates. There is an issue with verification for continuing students but the Provost’s Office will obtain guidance from the Attorney General’s Office and will continue to update the College periodically on this matter. The Admission’s Office will provide training to employees at each campus for the process.
      ➢ Imelda Cuyugan is now the Assistant Vice Chancellor for External Relations in coordination with the legislative area, Grants and the Foundation. Her office is located in the Chancellor’s area.
2.2 **Liaison Report**: Charlotte Fugett

- The College is in the process of reviewing Regulations and Standard Practice Guides (SPGs). Once revised, they will be on the College website for 21 days and employees will have an opportunity to review and comment, with notification of receipt sent to each employee. The Chancellor will review the comments. The 21-day cycle will be a fixed point in time and employees will be notified when the cycle will occur. Staff Council will have the opportunity to review as a group. Staff Council may want to invite someone specializing in content of a specific regulation of standard practice guide to one of the meetings for language clarification.

Definitions:
- Board policy: short but broad definition of a board authorization of policy
- Regulation: interpretation with sponsoring unit listed
- Standard Practice Guide (SPG): elaborate and more definitive on how the policy is carried out

- Tom Tomasky collated vacancies for staff, faculty, and administrators within College-wide standing committees. An electronic format will be in place for employees to volunteer. The list will be submitted to governance groups for review and recommendation.

Charlotte is replacing Dr. Duran as Chair of the Copyright Committee and Interim President Mary Vanis is replacing Dr. Blanton as Chair of the College-wide Professional Development Committee.

- The Non-Exempt Professional Development Group has two vacancies for Non-Exempt employee reps from EC and DC. This group works throughout the year and the time is eligible for step progression. If interested, contact Charlotte.

- A recommendation of a medical insurance group will be presented to the Board of Governors March 14. Thank you to the Committee for their hard work.

- Meet and Confer is active and ongoing at this time. PCCEA presented their proposals at the February Board meeting and AFSCME and ACES will present proposals at the March meeting.

- This is a heavy recruitment time for Human Resources and they are coordinating faculty and administrator recruitment with campuses and sites.

2.3 **Draft Policies, Regulations and Standard Practice Guide-Comment**

Julie Hecimovich had some comments and questions in regards to SPG 1101/AA Development Process for Board Policies, Regulations and Standard Practice Guide. There was discussion concerning the flow of committees. Charlotte Fugett suggested changing the wording “through employee bulletin” to “employee internal newsletter.”

2.4 **Representative for Desert Vista Campus**

There is a vacancy for a representative position at Desert Vista. If no one volunteers, Dr. Vanis will be contacted to inform her of the need for representation. This will be on next month’s agenda.

2.5 **Community Service Report**

Joe Dolan made the outstanding poster for the Progress fundraiser. Members were asked to provide information on the number of tickets sold to Carmen Turner or to Robert Swindle. Entertainment, raffle, and decorations were discussed. Any items that could be used for decoration will be appreciated. There will be articles referencing the fundraiser in @PimaNews, Aztec Press, and possibly in a newspaper distributed in northwest Tucson.
Recipients of last year’s scholarships will be contacted to see if they are willing to speak about their experiences for publication. (Set-up for the event will be at 1:00 pm.)

2.6 Campus Contact Person for 2007

- DV – Olga Encinas
- DC – Suzanne Blackburn
- WC – Diane Miller
- NW – Jeanne Heisman
- CC – Fatima Wilson
- EC – Gail Fritz
- M&S – Marianne Wilson
- DO – Bldg A Rita Carpenter, Bldg B Carrie McLaughlin, Bldg C Barbara Byrnes, Building D Eric Welch

3. COUNCIL REPORTS

a. Board of Governors’ Report

Board of Governors Meeting, February 7

- A representative for interpreters gave an update on services and a new law that requires all interpreters to be certified above Grade 12. They would like to have five interpreters in full-time positions and a mentoring program for those who have not received State certification. They are pleased with their recent raise in pay.
- Richard Fimbres gave a State of the College speech.
- PCC transfers have the highest enrollment at the University of Arizona.
- Scott Stewart is involved in ACCA meetings and has been working on how to retract customer complaints. Work will begin on conflicts of interest and reinstating the State Board.
- The Foundation presented their accomplishments.
- Two cars were donated to students. Robert Swindle was honored for his participation.
- PCCEA presented Meet and Confer proposals during the Chancellor’s Report.
- Budget information was presented.
- The next meeting of the Board is March 14.

3.2 Campus/District Reports

- DC:
  - Life on Wheels during Spring Break
  - Student exchange program
  - Harry Muir is currently serves on the GTEC Board
- CC:
  - Hispanic Chamber of Commerce visit
  - Tax preparation on campus
- NW:
  - 14 vacancies at this time. Retirements: Bob House, Rosemarie Schultz, and Jan Grizel
  - Monthly barbecues by Student Life
  - Massages, $10, every Friday (appointments only)
- MS:
  - There is a new professional development training room (MS-105) that seats 25-30. To reserve, contact Leslie Hargrove (x4572).
Professional Development:
- The College-wide Professional Development Committee is putting together a calendar for next year.
- Exempt Staff Development Day will be held 4/13. Buddy Hobart from Solutions 21 will hold a workshop: “Bringing Out the World Performer in You”.
- Department Chair Academy to be held in May.

DO:
- Dr. Sharon Blanton’s last day to work in IT is today. Forums with four candidates for VC for IT will be held on Wednesday.

3.3 Committee Reports

Benefits Committee:
- Three vendors for medical insurance were interviewed by the Committee. The consultant hired to assist helped immensely in recruiting. Open enrollment this year will be classified as a positive open enrollment, meaning all employees will have to enroll.

Standing Committees:
- The Marketing Committee is working at branding identity and bettering the market process.

4. EMPLOYEE REPORTS

a. AFSCME
   - Issues are on the table for the Meet and Confer process. A survey is being calculated and will be submitted by 3/9.

b. ACES
   - Presentation to the Board will be on 3/14 to outline issues. ACES is making good progress. Watch for an announcement concerning an open membership meeting in April.

5. OPEN FORUM/QUESTIONS

- Deadline for completion of the Non-Exempt Step Progression Plan is June 1. Work done in June will carry forward to next year. Language on step plans will be clarified during the meet and confer process.
- Procurement is renegotiating the contract with Office Depot due to problems and discrepancies.
- Some Non-Exempt professional development funds have been released and everyone is encouraged to apply.
- The sign-up sheet for Staff Council will now be located outside the meeting room to insure everyone signs in.
- Julie Hecimovich asked District reps to compile reports and send copies to Rita before distributing.

6. ADJOURNMENT