
EXCUSED: Regina Suitt, Jennifer Schowengerdt, Eric Welch, MaryAnne Wilson, Gail Fritz, Clare Strom, Diane Miller

GUESTS: Charlotte Fugett, Dawn Huntsinger, Stan Steinman

1. GENERAL MATTERS
   1.1 Introductions
   Barbara Byrnes, chairperson started introductions.

   1.2 Agenda Modifications
   There were no agenda modifications.

   1.3 Approval of March Minutes
   Under item 2.1 Joan Warfield was listed as the NW contact but she will be replaced by Jeanne Heisman. Under the list of guests, Charlotte Fugett’s guests are written out and a spelling correction was made. A motion was made to approve the minutes as modified. A vote was taken and motion passed.

   1.4 Announcements
   At the District Office there are several departments including IT, Provost Team, and Finance. Carrie McLaughlin and Barbara Byrnes could cover the Provost team and someone from HR could cover that office to inform employees of Staff Council news.

2. BUSINESS
   2.1 Provost Report: Stan Steinman
   Meet and Confer is in progress. Congratulations from the Provost for money raised for the scholarship fund. Presenting updates to the College Plan at the next Board meeting including all activities from end of March to early April. The upcoming College Plan is in the works. Stan gave a brief legislative update. It’s been a fairly quiet year for the colleges. Budget negotiations are starting, but there is nothing to report yet. It’s anticipated the budget will be fully funded (“level funded”) as in previous years. The state doesn’t increase funding for enrollment increases so the college depends on property taxes for revenue. Watch for movements in the state to get signatures for initiatives that limit property taxes. Such limitations would cut the college’s ability to raise funds to run the college. The legislature in southern Arizona has been very fair to the college.
Final votes will be given next week for a Dual Enrollment Bill to pass the House and Senate and will be sent to the Governor for signature.

Proposition 300 will affect student assessment forms. It will take time to discover all the ramifications from this proposition. It may affect enrollment numbers. If the U.S. Congress were to pass immigration reform, including the Dream Act which allows children of illegal immigrants to attend school, it would likely overturn Proposition 300.

The Provost Office and District Financial Aid are housed in temporary locations while their offices are being remodeled. The new office design will meet privacy requirements. Remodeling will be completed in July. Call 206-4999 to locate any members of the Provost department during remodeling. Thanks to Frank and Rita for their work coordinating the moves.

2.2 Liaison Report: Charlotte Fugett

Char Fugett expressed her regret that she couldn’t attend the fund raising event due to business travel. However, the Chancellor was able to attend. Part of Char’s responsibility involves college-wide events. Christie Yebra, with her extensive experience, could help orchestrate some of these events.

Open Enrollment has begun and packets were sent to employees. Forms must be returned by April 24th to the Employee Service Center. This is a “positive” open enrollment and all employees are required to submit paperwork to enroll this year. The benefits group did an extraordinary job selecting vendors, containing costs, and distributing the information packets. The medical plan offers a 4-tier structure which is: employee only, employee plus child(ren), employee plus family and employee plus spouse. The employee plus child(ren) tier is more cost effective for single parents. Please attend one of the open enrollment meetings at any of the campus locations. Contact a Healthnet representative for any questions regarding continuation of health coverage.

Steps progressions plans are due soon. A Communiqué listing step plan deadlines will be sent. Exempt plans are due April 16 and non-exempt plans are due June 1. Step plan activities accomplished after June 1” are applied to next year’s plan. It’s always better to have your step progression plan reviewed on submission so the committee has a chance to identify any problems and there is time to modify plans. Barbara Byrnes, Staff Council Chair, asked Staff Council members to forward any letters or emails to her that describe volunteer activities and times.

Summer flex schedules are approved this year for May 21 – August 10.

Changes will be made to the All College Day format. It will be a half-day event including a full breakfast buffet and some general session programming. Employees will be released at lunch time to return to their jobs. All College Day is held in August to reunite employees after the summer break.

2.3 Community Service Committee Report – Paula Swindle

Paula thanked the council for the opportunity to serve as the Community Service Committee Chair. The council thanked Paula for her efforts as the Chair.
Attendance was high at the fundraiser dinner for Progress! The event was a success. They ran out of food and called the caterers to return. There were more than 80 raffle prizes. There were only 8 or 9 council members on hand to help run the event. More help was needed from council members. The event raised $4,185.91 for the scholarship fund.

2.4 Community Service Committee for 2007
The council discussed the need to select a new chair for the Community Service Committee. The council decides and votes on the activities of the committee each year.

If a Staff Council Scholarship had been established, the council would have had to support it for three years. Instead, the council decided to support a scholarship that was already in existence so the three-year commitment does not apply. This frees the council to support a variety of community service events as decided.

Community service requires the support of the council members as a group. The fundraiser is a substantial amount of work. Seventy percent of the school supplies received for the AVIVA drive was from Staff Council efforts. Staff Council used to support the “cupcake walk” at Safe Halloween. Perhaps the council could resume that tradition. Another possibility is the Boo Bash at the rodeo grounds on south Sixth Avenue which features Halloween games and activities for children.

Julie Hecimovich expressed a desire for the council to continue support for community events. However, the burden for coordinating events needs to be assigned to more than one, or a few, individuals. Perhaps it would be best to carefully consider the commitments to avoid overwhelming the council members. For example, the fund raising dinner takes a great deal of effort. The council could consider an event to benefit Pima College’s own students.

However, the fund raising dinner event was a benefit for the Progress! students who are Pima’s students. The event advertises to the community that the Staff Council supports its students. Some of the dancers who provided entertainment for the fund raising dinner were former Pima College students. The events and advertisements raise awareness for these community events.

A motion was made to continue the Community Service Committee. A vote was taken and the motion passed. Fatima Wilson, Carrie, Leslie Hargrove, Julie Hecimovich, and Alicia Rosales volunteered to serve on the committee.

2.5 Staff Standing Committee Openings
Tom Tomasky provided lists of openings for exempt and non-exempt standing committees and employees who are nominated to fill them. Deadline for committee member selections is April 15. Barbara Byrnes called for any other nominations for committee openings. The selections still must be approved via the Chancellor’s selection process.

Nominations for committee openings:
Academic calendar – no nominations
Auxiliary Services – Andrew Plucker
Convocation/Events Planning – Wesley Hall, Linda Cordier, Roderick Gary
Copyright – Hiroshi Nakajima
Development Education – Regina Suitt
Diversity – Peter Becskehazy
Dual Enrollment – Marilyn Sando, Clare Strom, Dan Offret, Terry Hawkins, Carol Hutchinson
Human Subjects – Bill Fisher, Joe Dolan
Information Technology – Chuck Nugent, Del Dawley, Manny Durazo
Job Evaluation – Rene Napper, Patsy June, Janie Worrall
Marketing – Shannon McBride, Carol Carter, Gloria Moore, Linda Cordier, Dan Offret, Diane Miller, Dan Pinard, Wesley Hall
Professional Development – Doreen Armstrong, Mike Friend, Janie Worrall, Skip Moen, Penny Turrentine, Diane Miller
Student Financial Aid – Andrew Plucker, Marilyn Sando,
Student Learning Outcomes – Terry Hawkins, Janie Worrall, Carol Hutchinson,
Job Evaluation – Marjorie Crook, Pat Daniels, Jeanne Heisman, Mykle Grant, Pam Lanser
Marketing – Grace English, Bob Wise, Kathy Sabot, Alexandra Knezevic
Non-exempt Worksite Safety – Jane Wright, Pam Lanser, Dena Yoder
Recognition Awards - Jaylene Ford, Bob Brodie, Patty Perez, Mykle Grant, Sandra Hallenbeck, Amanda Passeri
Safety – Rene Reichardt, Marjorie Crook, Dena Yoder, Rosalind Williams

The nominations will move forward to Tom Tomasky

The council will make recommendations regarding who will fill these vacancies. Committee requirements and schedules are on the College website. Some committees only meet for nine months of the year. None of these committees specify site-based involvement. However, a slot vacated by an exempt person, for example, must be filled by another exempt person.

2.6 Staff Council letters for Step Progression
Barbara Byrnes will prepare letters for Step Progression after the Staff Council meeting in May. Those who have volunteered must email the number of hours volunteered to bbynes@pima.edu and those hours will be incorporated into the step progression letters. Non-exempt employees need the letters to indicate the clock hours that apply toward their step progression plans. June 1st is the deadline to submit non-exempt step progression plans and documentation.

Exempt employees are responsible for providing their own documentation for their step progression activities. Staff Council participation is public record.

Non-exempt employees may contact the Non-exempt Step Progression Committee with any questions regarding their step progression plans. It’s always better to have your plan reviewed upon submission first before completing and submitting certain activities to be sure of committee approval.
3. COUNCIL REPORTS

3.1 Board of Governor’s Report – Sherry Wright, Julie Hecimovich

Board of Governors - March 14, 2007

Public Comment: Two students voiced their concern about needing more social service classes during evening and summer hours offered at different campuses. The Board asked that a review of class schedules be brought to them during a future meeting.

Chairperson Fimbres spoke in his report about how instructor sabbaticals should be put into the review process. It should be a competitive process with administrative oversight. The benefits should be clear to students and the College, and they must pass public scrutiny. The other part of his report was about shared responsibility. PCC needs to serve the public as efficiently and effectively as possible and should insist on the highest level of job performance.

Chancellor’s Report:
- Camille Stallings passed away.
- Clare Strom was honored for her many years as BOG Staff Council representative and was awarded a plaque.
- ACES and AFSCME both made their Meet and Confer presentations. ACES spoke about budget, professional development funds, Wellness Program, Peak/Fixed Work Schedule, class/comp schedule separation, grievance issues, work schedules, overtime, and training opportunities.
- The Chancellor recognized Jana Kooi for her work with the legislature and especially with dual enrollment.
- The Chancellor recognized Shelley Fortin for defending of her doctorate.
- The Chancellor ended with a Faculty Senate recap. He spoke about state relations, community relations, and College operations.

Medical benefits: The Board approved a 4-tier system with HealthNet to replace PacifiCare. The College’s dental plans will be renewed.

Tuition increase: There will be a $1 per unit increase in addition to $2 per unit for IT. Tuition is currently $48.50 per unit and will be increased $3 per unit to total $51.50 per unit.

3.2 Campus/District Reports

West Campus

Reminder that the WC Center for Arts is showing the Theater of Arts’ final production, “The Importance of Being Earnest” by Oscar Wilde. All employees receive a $2 discount on any tickets. A preview is scheduled for April 11 and shows run through April 11 - April 26 in the Black Box Theater. Mark Nelson, Faculty Chair for the Performing Arts, will perform a tuba recital during which he will premiere three works written for him.

East Campus

Phil Melton and Mike Stack of the East Campus art department are curators of an exhibit featuring work submitted by beginning art students from Tanque Verde High School. The exhibit opened last week at the Clements Fitness Center. It displays a study of medieval art and manuscripts. The students created maps which include illuminated letters, braided borders,
scrollwork, maps, decorative compasses, symbols, as well as map legends and keys. They used calligraphy and burned edges to age the document. Instructor Alicia Rule is pleased to be involved with this 3-month exhibition and invites the public to attend.

Ryan Smith, Program Manager for the East Campus Upward Bound Program, will be the guest artist at the prestigious Smoki Museum of American Indian Art and Culture on April 14 and 15 in Prescott, Arizona. Ryan will present a special lecture on April 15 at 1:00pm.

Pima College will present the 16th Annual Scholarship Golf Tournament on Saturday, June 2 at the Golf Club at Vistoso. The single entry fee is $70 and team entry is $280. Entry fees include lunch, use of a golf cart, and a souvenir shirt. There are additional prizes for different types of teams. There are also prizes for low scores. Contact Frank Wood at fwood@pima.edu for a flyer. Entry fee checks are payable to the PCC Foundation and are not considered to be a tax-deductible contribution.

**Desert Vista Campus**
Matt Matera, Student Life Coordinator, did a wonderful job coordinating the “Adopt a Highway” event for students. Students who participated will be honored today at noon and presented with a plaque. City dignitaries as well as representatives from the Department of Transportation and City Clean and Beautiful will attend the event. Forty-two students from Sahuarita High School are coming for a new student orientation today. This is one of the College’s largest orientation groups. The students were admitted and took their assessments prior to orientation.

Contact Craig Winters if you wish to volunteer at the graduation ceremony on Thursday, May 17 at the Tucson Convention Center. Ten more volunteers are needed. This event is the culmination of what the College does.

**Northwest Campus**
Contact Jeanne Heisman about Northwest Campus events. Student Life is holding the following events: Yard sale April 7, Earth Day Fair and Barbeque on April 18, Blood Drive April 24, and Campus Career Fair April 26. Students in the massage therapy program offer massages Monday, Wednesday and Friday. Massage last 50 minutes and are rates are $20 for non-employees and $10 for PCC employees.

**Community Campus**
Community Campus is having an open house on April 16. The event showcases programs at the campus and will offer workshops (to be determined).

The Tucson Area Literacy Coalition Annual Summit will be at El Rio Learning Center on April 26. The event offers free admission and features outstanding speaker and local author Nancy Mayers. PCC Adult Education and the Literacy Volunteers of Tucson are both members of the Tucson Area Literacy Coalition. Employees interested in volunteering to tutor students for either of these organizations may contact the volunteer coordinator, Jim Lipson, at jlipson@pima.edu.
El Pueblo Liberty Learning Center
The El Pueblo Liberty Learning Center is having its third annual Open House on April 9. Students are invited to bring their children to school for open house. The event is a family learning day during which students will learn about services in the community. Events are scheduled 8:00-1:00 and 5:00-9:00.

PCAE just submitted its main grant, for $2.6 million, to the grant center.

Network Services
The College is undertaking some huge projects involving network services. Network services just converted Northwest Campus phones to “voice over IP” which provides a better quality of sound. Every campus phone system will be replaced over the next three to four years.

Professional Development
Professional Development is lining up dates and facilitators to fill its calendar for the next fiscal year. The majority the calendar will be posted by June 1. Contact Leslie Hargrove lhargrove@pima.edu if you are interested in being a facilitator for professional development workshops.

3.3 Committee Reports
There were no committee reports.

4. EMPLOYEE REPORTS
4.1 AFSCME – Arlene Muniz
Arlene Muniz, chair of AFSCME team representing non-exempt employees, gave a report on Meet and Confer. AFSCME gathers information throughout the year via grievances. As a result of those grievances, AFSCME hears from the employees about things that are missing from policy statement that need to be addressed during Meet and Confer. The policy statement can be improved in this manner.

AFSCME has not signed off on anything yet during Meet and Confer. Economic issues have not yet been addressed. However, AFSCME has discussed non-economic issues. These issues include training opportunities and how they are posted. This has become a big issue, especially for employees pursuing a step progression plan. AFSCME is introducing language under professional development to address this problem. AFSCME is addressing opportunities sponsored by departments, funded from their budgets, to offer training opportunities that require travel. Many employees were being denied these opportunities when other employees were selected to attend. The new language will help address that issue so training opportunities are distributed on an equal basis. AFSCME is addressing the issue of scheduling overtime. There were instances when work schedules were changed to avoid scheduling overtime. AFSCME plans to sign off on these issues at the next Meet and Confer meeting.

AFSCME will be looking at classification/compensation. Right now the class/comp structure is set up to put everyone into one group. This includes the facilities, professional staff and campus police groups. Currently a “B23” grade level is a “B23” regardless of an employee’s work duties. AFSCME wants to separate those classifications. AFSCME would like to get some settlement on this before the next fiscal year. This is becoming a problem, especially in the campus police group where it’s not feasible.
The non-exempt group of educational support employees have 24 fixed days when they are required to be at work. For example, peak times occur from the beginning of August until the end of September as well as the first three weeks of January. Employees are mandated to be at work almost 40 days (more than 24 days) during peak times. Those are the times when supervisors say that student services staff are needed at work and they will not receive approval to take annual leave during that time. AFSCME wants to add language that comes closer to what faculty is doing. If faculty have 24 days when they are mandated to be at work, then students services support staff want 24 days also.

One of AFSCME’s functions is to file grievances. These include individual grievances or class action grievances. The question of class action has become a concern. A class action occurs when AFSCME represents more than one employee for the same violation. AFSCME wants to separate some language from the common language and put it into the AFSCME language that would allow AFSCME to continue filing class action grievances. Class action grievances require less time than filing several individual grievances allowing AFSCME to conclude grievances quickly.

AFSCME is closing non-economic issues. They did receive a priority report regarding economic issues. IT is a big issue. Step criteria will be a priority. AFSCME doesn’t know the balance of money available yet for step plan awards. The amount granted for increases awarded for completion of step progression plans depends on numbers of participants. If 100% of employees participate, increases will be smaller.

Economic issues have not been touched yet, but will include the issue of professional development enrichment funds. Fatima Wilson brought forward two requests regarding the non-exempt professional enrichment funds. One request is to increase the fund from $45,000 to $60,000 plus to have separate funding for books. The second request is for non-exempt employees to access the funding on an annual basis rather than every two years to receive parity with other groups who access their funding annually. All professional enrichment funds were used last year. The starting amount was $72,000 which included unused funds from the previous year. AFSCME would like to get $60,000 for the next year. There are 590 non-exempt employees. If each of them requested $1000, that would require a half-million dollars. Approximately 15% of the non-exempt employees have taken advantage of the funds. However, if they were awarded annually, instead of bi-annually, it would result in unequal distribution of funds among employees. Please contact Arlene Muniz with any questions, email amuniz@pima.edu or call her at x6761.

It is not recommended that employees allow anyone to hold onto their step progression plans for any reason. Leave questions about step progression plans for the professional development committee. They turn around plans quickly. Jack Redavid, Doreen Armstrong, Robert Hooker, Irma Ojeda, or Arlene Muniz can address Meet and Confer questions or concerns.

4.2 ACES
There was no ACES report. There will be information available at the next meeting.

5. OPEN FORUM/QUESTIONS
Two hats left over from the fund raiser were given away.

6. ADJOURNMENT
Staff Council April 6, 2007