MEMBERS PRESENT: Paul Brown, Barbara Carey, Shawnee Hanzlick, Julie Hecimovich, Regina Suitt, Libby Swanson, Joan Warfield, Fatima Wilson, Rosa Whaley, Barbara Byrnes, Joe Dolan, Rita Ladd-Carpenter, Carrie McLaughlin, Carmen Turner, Rossiland Williams, MaryAnne Wilson, Sherry Wright, Clare Strom, Bob Brodie, Carol Carder, Terrie Fisher, Diane Miller

MEMBERS ABSENT: Leslie Hargrove

EXCUSED: Luisa Hernandez, Olga Encinas, Pricilla Mata, Eric Welsh, Frank Wood, Manny Durazo, Suzanne Blackburn, Robert Swindle, Gail Fritz, Jeanne Heisman

GUESTS: Charlotte Fugett, Suzanne Miles

1. GENERAL MATTERS
   1.1 Introductions
   1.2 Agenda Modifications
       Suggestion to list the person who takes minutes as “note taker” rather than “guest.”
   1.3 Approval of May Minutes
       Suggestion offered to edit last bullet if item 2.1. “The Strive Act does not replace Proposition 300.” Motion to approve minutes with change, vote taken and passed.
   1.4 Announcements
       • Fatima Wilson has been appointed as a Lead for Career Services at EC starting June 11. Regrettably, she can no longer serve Staff Council as Representative for Community Campus or as Historian. Fatima has been a member of Staff Council since 2002. Contact Leah Einecker to post items on the Staff Council website. The council thanked Fatima for her years of service.
       • There was a suggestion at the previous meeting to invite Stella Bay and Kirk Kelly to present the new safety plan for the College. They are scheduled to present at the meeting on September 7.
       • An email was sent asking for additional recommendations for the standing committee for Auxiliary Services and Diversity. Barbara Byrnes will accept recommendations until the end of today after which they will be forwarded to Donna Gifford.

2. BUSINESS
   2.1 Provost Report: Dr. Suzanne Miles
• Provost’s span-of-control:
  o Academic Services including: Library Services, Master Scheduling, Student Services (Admissions, Registration, Career Services, Student Clubs and Activities, Child Care Centers), Faculty, Counseling – Dave Padgett is Assistant Vice Chancellor
  o Marketing and Public Information includes Media Production – Lynne Wakefield is the Assistant Vice Chancellor for Marketing, Joe Dolan is Marketing and Public Relations Coordinator, Dave Irwin is Executive Director of Public Information
  o External Relations includes: Grants, PCC Foundation, Government Relations – Imelda Cuyugan is Assistant Vice Chancellor for External Relations
  o Provost is Liaison to Faculty Senate.

• Dr. Wendy Kilgore has accepted a Vice President position in Colorado. Michael Tulino will be the Acting Registrar beginning June 9. Dr. Shirley Jennings, Assistant Vice Chancellor for Student Services is retiring. Interviews for Acting Assistant Vice Chancellor will conclude today. Recruitments to fill these positions will begin in October, starting with an announcement for a lateral transfer. If no candidates are selected from the transfer opportunity, the recruitments will be advertised nationwide.

  Employees holding acting positions are eligible to apply for those positions when the recruitment begins. However, policy doesn’t allow direct appointment of acting employees into those positions as regular employees. Interim employees are those who will not pursue the position when recruitment begins.

• The Meet and Confer process with PCCEA is nearing conclusion. There are a few minor changes in language to be made before the June Board meeting.

• Financial Aid at District Office is undergoing remodeling. The staff will return to their area the week of June 18th.

• The Provost emphasized the importance of professional development for all of her staff members, particularly the junior members. Provost team members will be rotating as presenters at Staff Council and Faculty Senate.

• The Institutional Climate Committee begins work in September. The committee, comprised of employees, students and community members, will report directly to the Chancellor. Selection of the chairperson is still under consideration. The group will consider various instruments for measuring institutional climate to include a broader spectrum examining internal services and soliciting feedback from students, all employee groups and the community.

  The committee will conduct RFPs (requests for proposal) for review in the spring 2008 and implementation the following fall. For an institutional climate instrument or consultant to be selected from an RFP, we do not have to go with the lowest bidder. We go with the “best” proposal to meet the needs of the College. A previous instrument, considered to be a national norm, was used
internally. At that time, Dr. Michael Dues, head of communication department at UA, analyzed the instrument with the aid of graduate students using focus groups.

- Thanks to Carrie McLaughlin for bringing scrambled eggs this morning (after a subtle suggestion from the Provost).

2.2 Liaison Report: Charlotte Fugett

- No excuse for Bad Management, hostile work environment.
- New Medical Ins cards coming out June 15th, new coverage starts July 1st. Check on at Pima News for details.
- Meet & Confer was successful.
- The process for adding sick and vacation hours to the non-exempt staff’s leave balances is being reversed. Previously hours were added, then taken which caused employees with large balances to lose time. The process is being changed to prevent that, but will now affect people with low balances, causing them to be charged hours as leave without pay and then have new leave added. There was a question about how many hours can be carried. The exact number was not known but it’s hundreds of hours. The reason it’s capped there is if you reach that point and you have to use it all, you would then qualify immediately for short-term disability. It dovetails with short-term disability. You can take the equivalent of six months of sick leave. If you need seven or eight months of leave, you would have to qualify for short-term disability. Therefore, there is no need to accrue leave beyond six months. Sick leave accrual and usage, short-term disability, and long-term disability are all coordinated. These are the three provisions of leave for illness.

Conflict of Interest:

- New language for the common policy will be submitted to the Board stating that employees will be required to sign a conflict of interest disclosure annually. This is not a new policy and has always been in the common policy statement. However, the College has been advised that a document is required disclosing conflicts of interest. Although the majority of employees completing the form will report no conflicts of interest, there are two instances when disclosure is required. One is annually and the other is when a situation arises during the year concerning conflict of interest. In that case, employees must contact the Chancellor’s office to obtain a disclosure form. Conflicts of interest, known as pecuniary or proprietary, occur when an employee, or any close relatives of the employee, would benefit in a material way outside the scope of College employment from a decision made by the College.

Examples: 1) An employee is married to a person who owns a company that is submitting a proposal to the College in response to a request for proposal and that employee is serving on the committee that will review the bids. That employee should disclose a conflict of interest and be removed from the committee. 2) Most conflicts would be business related since many employees also run businesses outside of their College employment. Faculty members often produce software or write textbooks and also want to use their products in their College classrooms.
There is an appropriate process regarding this that includes disclosure of conflict of interest. 3) Employees may not be involved in the decision making process when a candidate for hire is also a member of their own family.

**Documentation for Step Progression Plans:**

- Officers for Staff Council often commit many hours to the council beyond attending meetings. Those hours can count toward their step progression plans. However, reasonable documentation is needed to record hours for the plans. This would include hours spent preparing reports for the Board of Governors, working on a sub-committee dealing with by-laws, or discussing staff council matters with administrators, for example. Advisory committee members may submit hours spent working on a recruitment even though that time was spent during work hours. Committee work done during work hours can count with supervisor approval. Staff Council members are reminded to document their hours served.

### 2.3 Staff Council Hours for Officers

- Officers for Staff Council usually commit many hours to the council beyond attending meetings. Those hours count toward a step progression plan. Reasonable documentation recording hours is needed. Examples would include hours spent preparing reports for the Board of Governors, working on a sub-committee dealing with by-laws, or discussing staff council matters with administrators. Advisory committee members may submit hours spent working on a recruitment even though that time was spent during work hours. Committee work done during work hours can count if they have supervisor approval. Staff Council members are reminded to document their hours served.

**Winter Break:**

- It was noted that Winter Break includes 6½ days this year, starting with a half-day on Monday, December 24th. The half-day will occur on different weekdays depending on the calendar year.

### 2.4 Public Comment - Question

Barbara Byrnes received an email asking whether full-time temporary employees are invited to participate in Staff Council discussions. Any employee is welcome to observe meetings as a non-voting participant. Barbara proposes that time be reserved earlier on the agenda for employees who wish to offer questions or comments. Questions that arise from subsequent discussion may be scheduled on the agenda for the following meeting. A motion was made to make this change to meeting agendas. A vote was taken and the motion passed.

### 2.5 Election of New Historian

Carol Carder was nominated. A vote was taken and passed to elect Carol as the new historian.

### 3. Council Reports

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

- Board of Governor member Vicki Marshall received congratulations as a new graduate of Pima College.
• Roy Flores received congratulations on winning an award from the League of United Latin American Citizens (LULAC).

Chancellor’s report:
• Student Representatives to the Board, Carlos and Christian Tapia, were awarded plaques for their contributions and service this last fiscal year.
• Earlier in the year, the Chancellor attended a digital arts program and challenged the students to come up with a marketing proposal for Pima College. The students gave an excellent presentation of their marketing proposal, which included the use of print and television media, and t-shirts.
• The Chancellor discussed evening and weekend compleatability programs and time-of-day offerings. Per Dave Padgett, all campuses have programs that can be completed during evenings and weekends.
• Anne Vosberg is the new Acting Dean of Student Development at DC.
• A 4.7% salary increase was approved for each employee group to cover step increases and a cost-of-living raise. The lift without a step increase will be 2.2%. Pay for adjunct faculty members will increase 5%. All salary increases are pending Board approval in June.
• A new five-year contract with Cox Cable was approved. In 2008, Cox will be converting from analog to digital broadcasts to be completed in 2009. Digital broadcasts offer greater clarity with higher definition pictures. Analog televisions will require a converter box.

3.2 Campus/District Reports
• Annual GED Graduation, June 21st, TCC Music Hall at 7:00pm. Greg Hart, Dean of Adult Education, will preside and mariachis and pipers will perform.
• PCC Adult Education Showcase, June 15th, WC Center for the Arts at 6:00-8:00pm. The event includes digital storytelling.
• Shelley Fortin, Dean of Student Development at EC, is moving to South Carolina on June 30th to accept a vice president position at a community college.
• On Wednesday, May 30th, Leticia Menchaca, Dean of Student development took DV Student Development Staff to University of Phoenix for a staff retreat. The main reason for this staff retreat is because of the changes due to DV Student Services moving to the One-Stop module. Advising, Counseling, Assessments, Admissions and Financial Aid staff participated in order to work better as a team. Also, staff from Talent Search program participated. Talent Search staff often works out in the community and do not have an opportunity to work with rest of Student Services staff on a day-to-day basis.
• Northwest Campus: Rosemarie Schulz, Dean of Instruction at NWC, has retired from the College. Brigid Murphy is the new Dean of Instruction. Bob House, Division Dean, plans to retire in August. Pat Houston will be the new Division Dean. Dr. Sylvia Lee has returned. Science classes are booming. The Therapeutic Massage Program offers massages on Fridays.
3.3 Committee Reports

There were no committee reports.

4. EMPLOYEE REPORTS

4.1 AFSCME – Arlene Muñiz

Meet and Confer:

- AFSCME held a meeting last month regarding updates on Meet and Confer. Tentative agreements will be presented to the Board on June 13th. Tentative agreements include compensation. The percentage of people who meet the criteria is not yet determined. However, the percentage of completion is higher than it was last year. If the rate of completion is 60%, there will be a 3.1% increase to the salary schedule on July 1st. Those eligible for a step increase will receive 2.5% plus 3.1% lift across the schedule.

It is anticipated that professional development funds will increase to $60,000. Employees who find they are not able to funds they requested need to notify the committee so those funds can be made available to someone else.

Training procedures – There are some discrepancies regarding employee access to departmental funds for professional development. Issues include: funds repeatedly awarded to the same person(s), fund available is not announced, funds are not equally distributed. AFSCME is seeking ways to address consistency with funding.

New language regarding Section III. Selection Process for Lead, Acting, Transfer and Reassignment. Openings for regular full-time employees will no longer be advertised first within the work unit only. “In the event that a regular full-time position becomes open, the position will first be advertised as an Opportunity for Lateral Transfer throughout the District. If no internal candidate is successful, the position will then be advertised as an External Competitive Selection Employment Process.” This makes the process the same for all employee groups.

Non-Exempt Step Progression Plan Criteria – AFSCME will compare criteria established for non-exempt step progression plans to those set for all employee groups. Criteria for non-exempt employees currently allows “100 contact hours spent in a college required or approved cross-training assignment in different positions, other than the employee’s regular position, at the same salary level for which no additional compensation is received.” However, employees must specify whether the cross-training will occur at the same salary level when submitting plans to the committee to ensure approval before completing the cross-training.

Suggestions for future Meet and Confer issues: Could employees who continually cross-train other employees at the same salary level submit these training hours as part of a step plan when the time spent exceeds the normal expectations for the job? Could lead position be calculated on equivalent FTEs, not just full-time FTEs? This would take into account temporary employees supervised and trained by the lead employee.
A communication from Human Resources was sent to administrators and CDAS’s asking for their administrative/supervisory experiences to be shared with AFSCME and ACES during Meet and Confer. It was noted that these issues were brought to the attention of the AFSCME team in the past with no result. However, the information AFSCME received was limited and unclear. Staff Council is welcome to make future suggestions to AFSCME for Meet and Confer topics. AFSCME also sends out surveys to get feedback from employees. However, support for individual issues must be demonstrated by significant numbers from the employee group to be considered for the Meet and Confer process. A suggestion was made to have the survey clearly request numbers showing support for proposed issues. It was emphasized that employee input and participation is very important.

**Leave for employees:**
- A concern was raised that some employees are having difficulty obtaining approval from supervisors to use their leave. Some supervisors are unnecessarily asking employees to explain their reasons for requesting leave. It was noted the policy states that employees may file a grievance when they are denied leave for reasons that are arbitrary or capricious. The policy also makes provisions for emergency leave. At times a legitimate business reason may require denial of leave, including leave requested well in advance.

### 4.2 ACES
Char

## 5. OPEN FORUM/QUESTIONS

*Proposition 300 and federal immigration reform:*
- It was noted that, since council members communicate issues to employees, the Proposition 300 and federal immigration reform issues really need to be clarified. That suggestion will be forwarded to Stan Steinman via the Provost office. Discussion on these topics occurs in many venues, including an immigration forum hosted by Congressman Grijalva last Sunday. Congressman Gutierrez, co-author of the Strive Act, was present at this event at which Congressman Grijalva stated that federal immigration reform legislation, if passed, would supersede Proposition 300. This statement was offered in response to concerns presented by young audience members that the proposition would hamper their access to education.

It was noted that, according to law, a proposition in Arizona cannot be superseded or overturned by a federal law unless it’s deemed to be unconstitutional. A point was made that many people would become eligible for services as they obtain legal status. It was observed that many people who cannot produce the required documentation are native-born citizens under the age of twenty-five (homeless, parents don’t keep records, no drivers license, tribal members without documents, etc.). Another group includes people over age forty who distrust government agencies and don’t want to show their documents.

According to the Attorney General, these would be parallel universes. Proposition 300, an initiative approved by the voters, is here to stay. The process to accommodate
Proposition 300 is quite time consuming for the College. Nevertheless, the College strives to satisfy this requirement in concert with the mission and philosophy which is to serve all customers to the very best of our abilities. In this context, this means giving out good information.

Char Fugett mentioned that this matter is a work in progress for both sides – federal and state. Her understanding is the only way a piece of federal legislation “trumps” a state initiative is if it makes that state initiative illegal. In this case, federal law will not make Proposition 300 illegal. Rita Ladd-Carpenter, secretary, will make sure that Staff Council minutes will reflect this accurately.

The Provost provided the following comment by email after the meeting: “When a federal law and a state law are in conflict, the federal law “trumps” the state law. This follows the Pre-emption Doctrine.”

- Char Fugett extended a special thanks to Fatima Wilson for her extraordinary work on behalf of this group and the College. She will be missed by this body and by Char in particular.

- A suggestion was made to remind employees that the common policy allows employees to roll unused sick leave over to their annual leave balances. This topic will be addressed at the meeting next month.

- A council member asked whether any new Standard Practice Guides will be introduced. There will be new ones in the future, but none will be introduced during the summer while the faculty are on break.

- Barbara Byrnes asked for recommendations to fill additional spaces on standing committees for Auxiliary Services and Diversity. She asked council members to email any recommendations to her by today. She will submit names to Donna Gifford tomorrow morning.

- The next meeting is July 12 from 8:30-10:30 at Downtown Campus

6. ADJOURNMENT