Staff Council Minutes
Thursday, July 12, 2007
8:30 – 10:30 am
Downtown Campus Amethyst

MEMBERS PRESENT: Barbara Carey, Shawnee Hanzlick, Julie Hecimovich, Irma Ojeda, Regina Suitt, Joan Warfield, Olga Encinas, Rosa Whaley, Barbara Byrnes, Joe Dolan, Dave Gittings, Leslie Hargrove, Rita Ladd-Carpenter, Carrie McLaughlin, Jennifer Schowengerdt, Carmen Turner, Rosalind Williams, Manny Durazo, Suzanne Blackburn, Gail Fritz, Clare Strom, Bob Brodie, Terri Fisher, Diane Miller

MEMBERS ABSENT:

EXCUSED: Paul Brown, Louisa Hernandez, Libby Swanson, Prisila Mata, Eric Welsh, MaryAnne Wilson, Frank Wood, Robert Swindle, Sherry Wright, Jeanne Heisman, Carol Carder

GUESTS: Chancellor Flores, Charlotte Fugett, Suzanne Miles, Raul Ramirez

NOTE TAKER: Dawn Huntsinger

1. GENERAL MATTERS

1.1 Introductions

1.2 Agenda Modifications
Item 2.5 will be added to elect a new role keeper.

1.3 Approval of June Minutes
Approval of the June minutes will be addressed at the August meeting.

1.4 Announcements
Raul Ramirez is the new Vice Chancellor for Human Resources and is the new liaison to Staff Council. Char Fugett is now the President at East Campus. Char was presented with a plaque in appreciation of her years of service with Staff Council.

2. BUSINESS

2.1 Public Comment and/or question
Chancellor’s comments
The Chancellor expressed thanks to Char Fugett for her professionalism and the good service she has provided to the College and each of the council members individually. She will be a great addition to the East Campus team. Over time, the campus will be innovative and point the way to the rest of the college in providing services to both traditional and non-traditional students. The
Chancellor welcomed Dr. Ramirez who brings a lot of leadership experience and will be a good liaison.

The Chancellor said we have had an extraordinary year. We accomplished quite a bit and came out of the legislative session relatively unscathed. The legislature has abrogated its responsibility toward higher education and has not provided us with additional money for nearly a decade. Currently the state legislature provides 9% of budget which is not sufficient, but they still wish to direct how we provide services. The state will push for a College Board next year. About four years ago, the State Board was disbanded by the legislature. Pima College supports the idea of fostering collaboration with community colleges. The Chancellor is still concerned about access to higher education for the people we serve. We are the fastest growing state in the nation but last in providing higher education. Our area will continue to grow and it’s up to Pima College to provide education. The University of Arizona will not continue to grow. We will collaborate with universities and develop more 2-plus-2 agreements like the one with the University of Indiana. Northern Arizona University unveiled their plans for a 2-plus-2 agreement but didn’t provide specifics. The University of Arizona has increased enrollment by 600 students, but many from out of state.

We need to collaborate with K-12 to increase enrollment. Students graduating from high school need help with reading, writing and math. Families must take responsibility for educating their children and grandchildren. We have to provide leadership for education. Students who drop out of high school and pass a GED test later score better than students in public schools. There is a lot of talk about the state of education but no solutions. We have to provide a lot of resources for incoming students and still they fail.

The Chancellor expressed thanks to Staff Council for supporting local organizations by donating time and raising money for scholarships and community services. The Chancellor looks forward to a good year and having fun along the way.

2.2 Liaison Report: Dr. Suzanne Miles
- We are working year-round on the college plan. We just completed Strategy 2.5 regarding barriers to students. This includes physical barriers and ADA requirements. Another barrier is services and service hours for the non-traditional student. We didn’t have consistent evening and weekend hours throughout the College. Progress was made last year and work will continue. We are looking at extending evening hours at libraries and counseling centers.

- District Financial Aid has moved into their newly remodeled offices which include a better reception area as well as computers for students to use.
• There are serious issues in financial aid regarding verification. There are changes to be made. Campus Financial Aid Coordinators will report directly to Anna Reese, Executive Director of Financial Aid. This will help make the processes more consistent and lower the error rate. There will be training for staff and the Chancellor’s Cabinet.

• We have identified faculty vacancies for 2007, 2008 and 2009. This happens due to retirement and moving. We will take a strong look at enrollment in areas and place faculty where the enrollment and need are the greatest. The discipline of math needs more faculty college-wide.

The athletics department will have some positive changes. Shirley Jennings, Assistant Vice Chancellor for Student Services, has retired. Robert Riza has become the Acting Assistant Vice Chancellor for Student Services. Edgar Soto was selected for the position of Acting Executive Director of Athletics following an internal search. The position of Assistant Athletic Director, which he vacated, will be advertised and filled.

Dr. Miles encourages employees to feel free to offer suggestions for process improvement regarding student services and financial aid. Suggestions may be submitted to the Office of the Provost or to your campus president.

2.3 Liaison Report: Dr. Raul Ramirez
Dr. Ramirez is delighted to be the new liaison and looks forward to working with the members of Staff Council. We have some challenges in Human Resources such as recruiting for upcoming position openings. We want to improve our processes for recruitment, hiring and replacement of all employees to be error free and timely. Another major challenge is improving the processes themselves. There will be a committee to address this matter. Human Resources is pushing hard to get these improvements in place quickly. Successes this year include services provided by Professional Development. They provided 610 sessions last year serving 6800 employees. Eighty administrators attended the Administrative Leadership Management Academy. The Employee Service Center smoothly converted to a new health benefits carrier. Dr. Ramirez looks forward to providing information from Human Resources and is open to questions and comments offered by phone, email or personal visits.

2.4 KUAT Volunteer Request
Erin Deely, from KUAT, contacted Staff Council to offer a volunteer opportunity for their fund raiser campaign on TV. Student Council members are welcome to volunteer for slots in September and November in the schedule provided. People will be accepted on a volunteer basis. Those wishing to participate may contact Erin Deely at edeely@kuat.org or 626-3383. It was suggested to use the Student Council website to coordinate volunteer activities from different campuses.
2.5 **Election of the Role Keeper**
Responsibilities of the Role Keeper are to update attendance, receive emails and take notes as a back up to the Note taker and Secretary. Alicia Rosales is leaving the position of Role Keeper. A motion was made to nominate Rosa Whaley. A vote was taken and the motion passed.

3. **COUNCIL REPORTS**

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

*Public Comment*
- In Public Comment, Arlene Muniz, AFSCME representative, Nick Curtis, ACES representative, and Nan Schmidt, PCCEA representative all reported that meet and Confer went very well this year. They thanked the administration, and all who participated, for their hard work. They gave thanks to the Board for our proposals. PCCEA are moving forward on work for this fall.

- Juan Soto was recognized by Board Chairperson Richard Fimbres for his hard work with Chicano Por La Causa. He received their community service recognition award.

*Chancellor’s Report*
- Shirley Jennings gave a presentation on New Student Orientations and explained the process. The Chancellor stated that enrollment is up 3% this summer from last summer. He thanked Shirley Jennings for her years of service to the College and congratulated her on her retirement.

*Other Items*
- Robert Riza will be the Acting Vice Chancellor for Student Services. Edgar Soto will be the Acting Athletic Director.

- Northern Arizona University plans to offer a 3-plus-1 program with Pima College. Details on which programs would be offered are being worked out. This program would be three years of work at Pima College and one year at Northern Arizona University for a Bachelor’s Degree. They offer online courses and have two locations here in Tucson.

- The Board approved the Personnel Policy Statements for all employee groups.

3.2 **Campus/District Reports**

*Professional Development*
- The Professional Development calendar for the new fiscal year is now on the College website. A printed calendar will be distributed before All College Day which is on August 17. This year All College Day will be a half-day session with some afternoon activities at campuses.
Human Resources

• August 6 is the deadline for Faculty to sign and return their contracts. The deadline is in the cover letter included with the contracts. Faculty who are out of town must notify Sam McGlone by email and send a memo to their Campus President to make arrangements to submit their contract upon their return. Letters for staff salaries will be mailed soon. The mailing will include a Conflict of Interest statement for employees to review, sign and return to Human Resources.

Provost Office

• The Office of the Provost is still in various temporary locations at District Office but personnel can be contacted at the Procurement Office located in D-113. They will move back into their newly remodeled area the first week in August.

East Campus

• East Campus held a Red, White and Blue barbecue and potluck funded by UA South. Staff Development will be offered in two half-day sessions this summer to accommodate employee schedules. The sessions will be held off campus at UA South in the IBM Technology Park. East Campus was awarded a USDA grant for a Curriculum Development for Agricultural Sciences Education and Development Program. This will aid the Veterinary Technician and Agricultural Science Education programs. Dual enrollment will be offered in veterinary and animal sciences. The College has articulation agreements with the University of Arizona College of Agricultural and Life Sciences.

Downtown Campus

• The President of the Navajo Nation spoke with Dr. Bia regarding a partnership to provide scholarships for the betterment of students from the Navajo Nation. John Carroll transferred back to Downtown Campus. Construction projects on the campus are ¾ completed.

Northwest Campus

• The campus is exploring a new pilot program for Direct Caregivers. New staff at the campus includes a Learning Center Coordinator, an Advanced Student Services Specialist in testing and a Lab Specialist in the science area. Pat Houston is the new Division Dean.

Desert Vista Campus

The testing center was relocated to F-111 on the first floor which is closer to the student development area. This will allow better accommodation for the DSR students.

West Campus
West Campus is looking for ways to improve student learning and services. They are undergoing construction to centralize the digital arts and photography in the C building ground floor. The remodeled area will be ready in early August.

3.3 Committee Reports
The College Committee Structure document was approved. There will be an announcement listing the new members will be assigned. Please check for errors in their names or titles and send an email to Carrie McLaughlin, clauthlin@pima.edu, with any corrections. Those who don’t wish to serve on the committee may contact Donna Gifford in the Chancellor’s Office. A new list serve, titled #Committee, shows a listing of the members. There may be several Staff Council members serving on these committees. Staff Council would like to receive reports on progress in the committees and how Staff Council is represented at the committees.

Community Service Committee
Replacements are needed for Fatima Wilson and Alicia Rosales who served on this committee. Julie Hecimovich and Leslie are on the Committee. Ideas were suggested for Student Council participation within the community. Past activities include Casa de Los Ninos, scholarship fund raisers, Safe Halloween, and the AVIVA school supply drive. Barbara Byrnes is creating a report to the Chancellor on activities accomplished in the last three years. AVIVA received $11,000 and the Youth on Their Own scholarship drive exceeded $12,000 dollars. Carrie McLaughlin said she can’t commit full-time to the committee but is willing to lend help. Staff Council needs to move fast to coordinate a school supply drive for AVIVA if Staff Council decides to do it. Staff Council has supported it for the last three years.

A suggestion was made to rotate chair people for different events. Dianne Miller and Gail Fritz volunteered to serve on the committee. The council discussed other ideas for organizations to support. One possibility would be the Food Bank. The period of June-August is their worst time for donations. Rosa Whaley volunteered to serve as a representative for her campus. Gail will spearhead a food drive. Volunteers are needed to help box food on Saturdays. Communication will occur through the Student Council list serve. Julie has the name and phone number for AVIVA’s contact person. The contact person may provide a flyer for distribution. Usually correspondence goes through Human Resources before sending it using the Student Council list serve. Julie will coordinate activities for AVIVA and Gail will coordinate the food drive. Rosa Whaley and Carrie McLaughlin will help. Jennifer Schoengwert is willing to help. Bob Brodie made a motion for Student Council to conduct drives to help AVIVA and the Food Bank. A vote taken and passed.

4. EMPLOYEE REPORTS
4.1 AFSCME – Arlene Muniz
Mike Gonzales, who is Chief Steward and works for the police department, presented announcements. He informed everyone of four upcoming workshops regarding AFSCME policy and procedures and employee rights. They will be held at District Office C-105 on the following dates: July 18 from 8:30-10:30, July 19 from 2:30-4:30 and August 1 from 8:30-10:30 and 2:30-4:30. Please direct any questions to Arlene Muniz. Non-exempt employees are encouraged to attend. Information present will include step plan points. Many employees aren’t familiar with their policy statement. The announcement was already sent to all non-exempt staff.

4.2 ACES

An election of new officers for new fiscal year was held. However, the President and President-Elect both resigned. John Fulginiti was elected as the new president, but there is no President-Elect this year. These are key roles in Meet and Confer. Patsy June is the Treasurer and Clare Strom is the Secretary. Rene Napper and Linda Cordier are Members-at-Large, and their terms are staggered. ACES needs people with true mission and passion to be involved. ACES is inviting new members and welcomes new employees to the group. ACES is not a union; it’s an employee group. Dues $2 per month which will fund a social event and dinner this year at the Sidewinder Game. ACES is soliciting ideas for next year’s Meet and Confer. Exempt employees who wish to offer ideas, suggestions or grievances are encouraged to contact officers.

ACES is always looking for new members from the College’s 339 exempt staff members. ACES membership has increased to 49% which includes 159 current members. The increase is due to great strides made with administration and successes experienced in Meet and Confer. Exempt staff policy overview sessions will be scheduled and will appear on the Professional Development calendar. Perhaps a Podcast format would be convenient for viewing.

A process review problem was solved. Annual leave will increase to 300 hours for exempt staff with more than ten years of service. Payroll will deduct reported sick leave and annual leave before accrual is calculated for that pay period. People nearing the maximum will now be able to use time before losing it.

Policy manuals will be posted electronically on the website soon.

An annual planning breakfast to be held off-site will occur in the second week in November and will include a brainstorming session.

5. OPEN FORUM/QUESTIONS

Julie was approached about a campus concern regarding construction projects closing interstate I-10. Could Staff Council present a suggestion for flexible schedules so employees can avoid traffic jams created by the interstate closure. This is an issue for employees and their supervisors to work out. It would be better to serve non-traditional students by reporting to work later and leaving
later and also avoid the peak traffic hours. Dr. Ramirez will bring this suggestion to the Chancellor’s Cabinet next Tuesday. It’s an important issue. Students will flex their school hours for the same reason. West Campus, Northwest Campus and Community Campus will be affected. This will have to be a decision made at the local supervisory level to ensure coverage throughout the day. Flexible scheduling would need approval from the Chancellor’s Cabinet. Dr. Ramirez will send an email to Staff Council about results from the cabinet meeting.

New conference room at District office is a suggested location for the holiday party on December 7. The party potluck is from 11:00-1:00 with an optional white elephant gift exchange or council members could donate to an organization that collects Christmas gifts for children. A vote taken and the motion passed. Carrie offered option of catering instead of potluck.

What happens to incomplete step progression plans? Hours completed will go forward to next year’s plan if submitted to Step Committee. Documentation must be submitted to and approved by the committee. That letter would be included in the new year’s plan. Those who submit new plan are starting at zero hours. The only way to carry over is to submit hours completed to the committee. The council emphasized the importance of submitting plans early and getting approval to make sure they are valid hours. Initial plans may present an estimation of hours spent doing professional development, conferences, etc. The sooner you present your plan, the sooner you get approval and have time to change your plan if needed.

Professional Development Enrichment Funds are available as of July 1st. Bob Brodie announced that approximately $80,000 is available. This amount includes a book fund for $5,000. Even if $5,000 is depleted, employees may still be reimbursed for books from the remaining fund. For out-of-state conferences for non-exempt employees, money fronted by campus. The supervisor gives authority to fund the trip. At same time, the employee would submit a request to Bob Brodie who authorizes paperwork for an expense transfer from professional development funds. It’s not an exact reimbursement. Some costs are absorbed by the department or individual. Make sure the conference is approved by the Fund Committee. ACES allows $3000 per year which equals $1000 for professional travel and conferences and $2000 for professional certification or re-certification for exempt employees.

Clare suggested that Staff Council members have a “shingle” displayed outside their offices or wall plaque at their campuses with Staff Council member names listed. This would help to notify employees who their Staff Council representatives are.

A Staff Council member expressed appreciation for inviting the Chancellor to the meeting today. Dr. Ramirez was welcomed as well and the council looks forward to working with him. Thanks were given to Downtown Campus for
hosting the meeting. The meeting on August 2\textsuperscript{nd} will be at the El Pueblo Liberty Learning Center. There was a request for Staff Council to please send a map showing how to get there.

6. ADJOURNMENT
   The meeting adjourned at 10:25am.