**Staff Council**  
**Thursday, Sept 7, 2007**  
**8:30 – 10:30 am**  
Community Campus, TV Studio

MEMBERS PRESENT: Paul Brown, Barbara Carey, Luisa Hernandez, Irma Ojeda, Regina Suitt, Libby Swanson, Joan Warfield, Olga Encinas, Rosa Whaley, Barbara Byrnes, Dave Gittings, Leslie Hargrove, Rita Ladd-Carpenter, Carrie McLaughlin, Jenifer Schowengerdt, Carmen Turner, Rossiland Williams, MaryAnne Wilson, Manny Durazo, Suzanne Blackburn, Robert Swindle, Gail Fritz, Jeanne Heisman, Clare Strom, Carol Carder

MEMBERS ABSENT: Prisila Mata, Frank Wood, Sherry Wright, Terrie Fisher, Diane Miller

EXCUSED: Shawnee Hanzlick, Julie Hecimovich, Joe Dolan, Eric Welsh,

GUESTS: Kirk Kelly, Stella Bay, Toppy Burke, Brenda Keane

1. **GENERAL MATTERS**
   1.1 **Introductions**
   1.2 **Agenda Modifications**
   1.3 **Approval of August Minutes**
   Minutes approved
   1.4 **Announcements**
   - Bob Brodie has submitted his resignation. Since it is late in the year, we will leave the position vacant until elections.

2. **BUSINESS**
   2.1 **Public Comment and/or Question**
   2.2 **Provost Report – Stan Steinman**
   - Program Service Reviews – to include Sign Language, Social Sciences, etc.
   - Special Meet & Confer session – Nursing Faculty – Licensing has directed us to increase nursing faculty, more money for Master’s Degrees, directed to come back to the BOG in September
   - Faculty Step Progression ad hoc committee, report due in June, they are making good progress, have three more meetings scheduled

2.3 **Liaison Report: Brenda Keane, HR Director**
   - Performance Evaluation Classes – open to everyone
   - New form online
   - Better participation in your evaluation
   - Hoping to increase conversation
   - Merit Step is not part of evaluation process
• Corrective action Program is outside the performance evaluation
• Cyclical review is working its Year two group
• Job Board on the web is improved

2.4 **Alumni Association - Toppy Burke**

• Alumni Association, any credit course, 800,000 citizens
• A number of alumni have stepped forward to run the Alumni Assn, at their 1\textsuperscript{st} meeting, they elected a Board, written by-laws
• Using electronic communications
• Alumni with 30 or more credits equal 15,000 for which they have a list serve
• Foundation Alumni has 600 members
• Many have written to say they are happy we are in contact with them
• Adding benefits
• Looking to recognize Alumni – future lecture series, Insurance for Small Businesses
• 1\textsuperscript{st} Reunion, Dec 5\textsuperscript{th}, Reid Park Zoo. They are inviting Alumni, hoping employees will come; they will want to see us. $5.00 entrance, proceeds go to the Alumni Scholarship, Sign-up and Program tables on site. More info to come.

2.5 **Campus Safety – Stella Bay and Kirk Kelly**

• Stella Bay has 30 years experience at TPD
• Status of Safety and Communication
• Officers attend online NIMS 100 and 700
• Identify Team members on each campus
• If we can predict, we can prevent
• Campus DPS has Chief Bay, Commander Amado, 22 officers and 5 sergeants.
• Officers conduct active shooter training to address threat
• Campus Watch Liaison and volunteers old meetings, they are the eyes and ears for suspicious persons
• $ 92M bond project for a regional radio system, that will be up and running in 2011
• It will be a quick and efficient system to work with other local departments
• They are looking to make the CSO permanent at DO
• Kirk has a staff member on the committee for the regional radio system
• We currently have email for students, staff and faculty, for emergency notification
• We can place announcements on the web page
• 29,000 students have logged in to MyPima, where we can place alerts
• We are installing an outside paging system as we install the new phone system
• Communication with local media, through Dave Irwin
• Emergency site set up for business continuance to meet payroll, handle registration
• They look at things that happen and use them to learn from

2.6 **Election Committee**

• Need election committee for upcoming elections, volunteers include:
  WC – Diane Miller
  DC – Suzanne Blackburn
  EC – Gail Fritz,
  CC – Shawnee Hanzlick
  DO – Carrie McLaughlin, MaryAnne Wilson
  NW – Clare Strom
  DV – Rosa Whaley
• Carmen Turner will determine ratio for each campus, 1 person for each 25 staff, ballots need to go out in October

2.7 **Meeting Dates for Staff Council**

2.8 **Holiday Party – Carrie McLaughlin**

• Bianchi’s Pizza
• Chuy’s
• Sodexo
• George Palamari has a restaurant; Dave Gittings will get a quote.
• Dec7th, DO, B-218 Meeting over lunch, white elephant gift or other gift

3. **COUNCIL REPORTS**

3.1 **Board of Governor’s Report –**

3.2 **Campus/District Reports**

• NW – Clare, Sept 12,
• DO – Carrie, Sept 20th Open house for new Provost Office and Financial Aid.
• CC – Held a retirement party for Greg Hart, Endowment to benefit Immigrants, their children and Native Americans
• DO – Leslie, Professional Development Calendar on line and mailed out
• EC – Oktoberfest BBQ to benefit DMAFB families, Safe Halloween, Clements Center, volunteer booths
• DV – Increased summer and fall enrollment, Leticia Menchaca working on implementation of One-Stop, Sept 13, Talent Search is hosting a Hispanic Youth Leadership program
• WC – Center for the Arts, Carol provided a brochure of upcoming events for the 2007-08 season

3.3a Food Bank Volunteer Opportunity – Gail Fritz

4. EMPLOYEE REPORTS

4.1 AFSCME –
No Report

4.2 ACES
Clare Strom
Meeting Sept 17th, 3:00 PM, Community Room
ACES BBQ held in October, calendar upcoming

5. OPEN FORUM/QUESTIONS

6. ADJOURNMENT
Meeting adjourned at 10:38 AM.