
MEMBERS ABSENT: Jennifer Schowengerdt, Robert Teso, Robert Swindle, Marjorie Crook

EXCUSED: Laura Rutkoski

1. GENERAL MATTERS
   1.1 Introductions
   1.2 Agenda Modifications
   1.3 Approval of January 2008 Minutes
      A change was made to 2.2, second bullet regarding accreditation workshops. Not all sessions are scheduled from 2:30pm-4:40pm. Scheduled times are as follows: February 6th at 8:30-10:30, February 7th at 10:30-12:30, and April 17th at 2:30-4:30. Carrie McLaughlin reported that more sessions will be scheduled.

      The 2.2 third bullet regarding budget cuts. The College may be required to return budget money to the state legislature. Governor Napolitano would like to exempt colleges from this measure.

      Please place Barbara Byrnes under “Excused” instead of “Absent.” There was a motion to approve minutes with changes. A vote was taken and the minutes were approved.

      1.3.1. New Representative – Holly Tackett, DC,
             Holly Tackett is the new DC staff council representative from the second election process.
      1.3.2. Nancy Mager replaces Irma Ojeda who left the College.

2. BUSINESS
   2.1 Public Comment and/or Question
   2.2 Provost Report: Stan Steinman
Pima College has 11 students on the All America Academic Team this year to be honored on February 21st at Mesa Community College. There is an organizational structure change in Provost’s office. Brigid Murphy, formerly the Assistant Vice Chancellor for Academic Services, is now Assistant Vice Chancellor for Academic Services and Vice Provost. There needs to be a clear delineation of the second person in charge of academics.

Graduation will take place Tuesday, May 20th. Look for announcements in PimaNews.

Issues: The College has completed half the fiscal year. If the state legislature asks the College to return $3 million, it will be difficult to procure since half the budget has been spent already. The Chancellor was in Phoenix testifying as an Arizona Community Colleges Association Representative in front of the House Appropriations Committee and the Senate. The 08-09 Budget is not favorable to community colleges. The Chancellor did a remarkable job. He made the point that this is no time to cut community college budgets when there is an economic problem. The College’s growth is spiking because of the poor economy and a resulting need to re-train the workforce. The result may be between what the Governor and legislature are proposing. It will be a tough battle to keep the budget intact.

Anna Reese gave an update on Financial Aid. They are in the process of transition and development as well as streamlining operations. They are finding ways to make students more aware of financial aid opportunities and how to apply. Financial Aid services hired a consulting firm to review policies and procedures to ensure compliance and proper funding for Pima College students. They are planning more streamlining for student loan programs. The process formerly took 12 weeks, but they eliminated redundant steps. Entrance counseling is now online for student convenience to do anytime. The process has been streamlined to occur in six weeks.

Downtown Campus Admissions has observed that students become distressed when reaching the campus beyond the hours of operation for Financial Aid. Financial Aid has been discussing this problem with the campus deans. Not all campuses have enough staff to cover every night—each campus is designed differently. For example, NW has a One-Stop shop with staff cross-trained in Financial Aid. They are looking at ways to provide more evening coverage. Each campus would have one night a week to cover Monday-Friday. This needs to be publicized effectively. There is currently evening coverage Monday-Thursday.

Financial Aid works on three years concurrently, including the past and current years. They are setting-up processes for the upcoming year. They are implementing a paperless system which will mean big transitions for students. There will be 50 paper copies available for the Free Application for Federal Student Aid (FAFSA) form. MyPima will feature a Financial Aid tab in its
Financial Aid is sending targeted messages to students when it’s time to apply for Financial Aid at [www.FAFSA.ED.gov](http://www.FAFSA.ED.gov). It’s faster online, saving six to eight weeks of processing time. Some folks are concerned about sending personal information online, but the process is secure. Starting January 1\(^{st}\), students will obtain “real time” PIN numbers. The student will get their pin numbers when completing the application. The student has the option to receive their pins right away, in an email, or through postal mail. The problem with receiving their pin numbers through the postal mail is that they will have to wait to receive their pin before they can proceed with the application. There is also a 48-hour ID check when the student requests their pin to verify the student’s identity and information. FAFSA checks IDs to make sure students are who they claim to be and verifies their Social Security Numbers. 5% of students are not supplying the right Social Security Numbers. Students should start the PIN request before completing the application to save time.

The transition brings the College into greater compliance with the Federal Work Study program. Work Study funds were to be given to students with the greatest need; however, they weren’t getting the jobs. Departments were requesting certain students even if they weren’t the neediest. Financial Aid looked at practices and work study money wasn’t going to the intended students. The process is being changed to recruit need-based students for work positions. Financial Aid contacted job placement officers to discuss the recruitment of student workers and job fairs were held at each campus to recruit them. They created a master list of all jobs. 1400 students were potentially eligible for work study. They sent emails to those students giving them job fair information. They are looking at improvements for next year. The Exeter Group consultant is looking at all student processes and Federal Work Study as well. Financial Aid will provide a report at the end of February.

2.3 Liaison Report: Dr. Raul Ramirez
Brenda Keane represented Human Resources in place of Dr. Ramirez. HR is deep into faculty recruitment. Jobs closed on January 16\(^{th}\). HR is examining and processing applications. The committees are going great. Administrative Co-Chairs are working hard to reach their goals. There are 80 staff openings in progress. This is HR’s busy season. Highlights include:

- Pima College is partnering with high schools, talking to them, telling them how to fill-out job applications, and how to present themselves at job interviews.
- HR is partnering at one-stops who will describe the benefits of working for Pima College. HR is working with the Pima Council on Aging (PCOA) to find part-time temporary workers. HR is working hard to keep jobs filled.
- HR is working on the College’s first marketing brochure with the help of the Media Department.
- Dr. Lee and Lee Nichols will represent Pima College at a Job Fair in Minneapolis to recruit folks who have finished their higher education degrees.
- The federal government has new rules for I-9 verification and provides an online E-Verify process to check social security records.

- HR is looking for ideas for employee retention. We have a first-class benefits package as well as a generous vacation and sick leave policy. The College offers tuition waivers for employees and their families.

- Suggestion: Employees are currently only recognized at 10, 20, 30 years of service. Why not recognize employees after one or two years of service?

- The NW Arts Festival will also include HR booth.

How do qualified adjuncts get positions? Anyone can apply anytime, be certified and join an applicant pool. Campuses are sharing the application information. The part-time teaching application is online which includes workplace, occupational, instructional, academic, and developmental. Pima College is still using pooled recruitments. Advise people to apply early for future adjunct positions. The pool is good for three to four months because some applicants find other jobs. Pima College keeps applications on file for a year. If adjunct positions are advertised it means applicants will be added to the pool. If a position is recruited externally, they extend the job announcement to attract more applicants. People who have already applied do not need to re-apply. There were 600 applications received for 50 faculty positions openings. The last three days before the deadline saw 62% of the applications submitted. Kudos to HR staff for processing the large volume of applications. 38% of the applicants were from locations outside of Tucson. In the future, HR is planning to implement an online application process.

Can anyone with Banner access look at other employee files and obtain their Social Security Number? That is an IT issue because it has to do with Banner access. It’s not appropriate for employees to access a record without a business reason. This is covered in the policies. IT can audit which employees have viewed any Banner screen. Privacy and access are big issues in technology. Each employee’s access to Banner is tailored to their job. The state has said employers can no longer use social security numbers as an ID number (implemented in other states already). Contact Employee Relations at 206-4807 if you feel there is an infringement of rights or privacy. Pima College has a security person dedicated solely to watching security of electronic records. Issues of security and confidentiality may be a topic for a future meeting.

2.4 Election of 2008 Officers

Nominations were made and ballots were distributed and counted to elect the following officers to Staff Council:

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<th>Nominated</th>
<th>Elected</th>
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<tr>
<td>Chairperson</td>
<td>Gail Fritz</td>
<td>Gail Fritz</td>
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<tr>
<td>Vice Chairperson</td>
<td>Cliff Shuttleworth</td>
<td>Cliff Shuttleworth</td>
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<td></td>
<td>Hector Acosta</td>
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<td></td>
<td>Joan Warfield (declined)</td>
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Staff Council
February 2008 Meeting Minutes
2.5 Benefits Committee Representative – Carrie McLaughlin
Barbara Byrnes resigned from the Employee Benefits Work Group. Therefore, the Work Group would like to invite another representative from Staff Council to serve on the committee. The first meeting addressed concerns surrounding medical and dental coverage. One issue discussed is the subsidy offered to certain employees to offset medical coverage costs. Gloria Coronado, Sherry Gill, Shawnee Hanzlick volunteered. A vote was taken and Gloria Coronado will be the new representative.

2.6 Campus Contact Person
Campus contact persons serve as liaisons of communication between Staff Council and the campuses. The following members will be campus contact persons.

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<tr>
<th>Campus</th>
<th>Contact Person</th>
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<tr>
<td>EC</td>
<td>Cliff Shuttleworth</td>
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<tr>
<td>WC</td>
<td>Diane Miller</td>
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<tr>
<td>DC</td>
<td>Suzanne Blackburn</td>
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<tr>
<td>NW</td>
<td>Brett Bednarz</td>
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<tr>
<td>DV</td>
<td>Hector Acosta</td>
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<tr>
<td>CC</td>
<td>Lucy Schubert</td>
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<tr>
<td>DO</td>
<td>Jaylene Ford</td>
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Contact persons are reminded to forward their reports to the Chairperson in advance so he or she may provide them to the Secretary and Note-Taker to aid with note-taking.

2.7 Community Service Committee
Staff Council had voted previously to arrange and host campus barbeque events to raise money for scholarships. Possible scholarship fund recipients include the General Scholarship Fund, Disabled Student Resources (DSR), Pima College Adult Education (PCAE), and Occupational Education. Cheryl House from the PCC Foundation said the General Fund offers scholarships to students who are not enrolled in a specific program area. DSR, PCAE, and the Center for Training and Development (CTD) also have a need for scholarship funds. Occupational Educational scholarships are well-funded. The point was raised that promoting a fundraising event for general scholarships may attract a better response. Many
DSR students are eligible for Pell grants giving them alternate access to funds. Staff Council voted to donate funds raised by Staff Council to the General Scholarship Fund.

Last fall, 21 volunteers, recruited by Staff Council, helped to pack emergency food boxes at the Community Food Bank (located on Country Club north of Ajo). Staff Council will offer more volunteer opportunities to employees outside of Staff Council. The next advertised opportunity will be on Saturday, March 29th 9:00-12:00pm. This volunteer time would count toward Step Progression Plans. Employees who normally work on Saturdays would need supervisor approval to volunteer for the Food Bank on Country Club north of Ajo.

AFSCME-questionnaires were sent to Non-Exempt employees. However, the mailing list is not accurate. Rita Ladd-Carpenter will assist with providing the correct mailing list to AFSCME. Council members are asked to check the list to see who is missing from the mailing.

Christal Albrecht is the new Campus President for Desert Vista Campus. The College has successfully hired new nursing faculty members and administrative appointments which contribute to the status of the Nursing Program.

Note: Next Board of Governors meeting is on Tuesday, February 19th.

The Performing Arts department will present the musical “Wonderful Town” February 20th through March 2nd at the PCC Center for the Arts. More than 60 students are involved in the production at the WC Center for the Arts Proscenium. An art exhibit featuring aboriginal and Native American art will be open during performance evenings.

The Professional Development Committee will send out a survey to assess needs and skill levels for training workshops.

The meeting adjourned at 10:55am.