Staff Council Meeting
Friday March 7th, 2008
8:30 – 10:30 a.m.
Community Campus – TV Studio

MEMBERS PRESENT: Delso Bosquez, Evelyn Brown, Gloria Coronado, Shari Dill, Shawnee Hanzlick, Julie Hecimovich, Michael Ochotorena, Margaret Medina, Lucy Shubert, Hector Acosta, Rosa Whaley, Jaylene Ford, Dave Gittings, Rida Ladd-Carpenter, Carmen Turner, Carrie McLaughlin, Damian Montoya, Robert Ramirez, Laura Rutkoski, Jennifer Schowengerdt, Robert Teso, MaryAnne Wilson, Suzanne Blackburn, Holly Tackett, Gail Fritz, Cliff Shuttleworth, Robert Bednarz, Marjorie Crook, Terrie Fisher, Diane Miller, Amanda Passeri. (Guests): Christal Albrecht, Doreen Armstrong, Rachael Eldridge, Brigid Murphy, Edgar Soto

EXCUSED ABSENCE: Joan Warfield, Joe Dolan, Eric Welch, Carol Carder

UNEXCUSED ABSENCE: Robert Swindle

1. GENERAL MATTERS
   1.1 Introductions
   1.2 Agenda Modifications
   Under Business: Insert new 2.1 Special Introductions.
   2.4 Liaison Report: Doreen Armstrong is in attendance for Dr. Ramirez and Brenda Keane
   1.3 Approval of February 2008 Minutes
   No corrections were made to February’s minutes. Minutes were approved as written.
   1.3 Announcements
   Nancy Mager (CC representative) has taken another position at Desert Vista campus. Margaret (Maggie) Medina will replace Nancy as a CC representative.

2. BUSINESS
   2.1 Special Introductions
   Dr. Christal Albrecht was introduced to the group. Dr. Albrecht is the new President for Desert Vista Campus.
   2.2 Public Comment and/or Question
   Presentation of the C.A.R.E. FAIR™ has been moved to next month’s meeting as the presenter was ill.
2.3 Provost Report: Brigid Murphy, Edgar Soto  
Vice Provost, Brigid Murphy started the discussion by voicing appreciation and acknowledgement for staff participation in the accreditation workshops. There is one workshop left in the spring term that is now full. There are plans to have two more workshops during the summer (dates TBA). For those who attended the first accreditation workshops this spring, second-level accreditation workshops will be offered this fall.

Pima Community College (PCC) and Northern Arizona University (NAU) have joined together to offer a 90/30 Bachelor’s degree. 90/30 means 90 credits must be earned through Pima and 30 credits through NAU. This requirement can be fulfilled in Tucson or online. Most courses are online. Two types of bachelor degrees will be offered: Bachelor of Arts and Bachelor of Science. Students can then major in Interdisciplinary Studies with a concentration in Humanities or Public Management. Students cannot choose just any 90 credits—they must follow specific coursework for the program. Advisors and counselors will have more information on this joint program.

Brigid introduced the new Executive Director of Athletics, Edgar Soto. Edgar offered a brief personal and educational biography to the group. Edgar holds a Bachelor of Arts degree from The University of Arizona and a Master’s degree from NAU. He has been the head baseball coach for the last nine years. He feels more pressure to do well for the College because he believes in the community college system. Edgar has found community college alumni identify more with their four year institutions than their two year institutions. Edgar is trying to increase the importance of the students’ two year degree in their lives. He does so by seeking coaches who exhibit “servant leadership”—individuals who care more about the student-athletes and the community than about themselves. He looks for leaders who think of the students first. Edgar says athletics helps student-athletes do well in the future and helps them succeed at four-year institutions.

Edgar mentioned the West Campus track has been redone. The renovations cost $1 million. The track is similar to that which is used in the Olympics. The newly redone track is also available for community members to use. Edgar wants PCC to be students’ first choice school because of faculty and education. The cumulative GPA for students on the tennis, soccer, and wrestling teams is above 3.0. Student-athletes can be supported through attendance at games and events and treating them just like any other student.

Edgar answered a question about where to direct students if they call about athletic scholarships. Edgar replied that if the student hadn’t started the process over a year before enrolling, chances of receiving a scholarship for the current year was slim. Edgar advised to ask the student which team they were trying out
for, if they were being recruited, and to direct the student to that head coach. A
directory of head coaches is on the PCC website under the Athletics Homepage.

2.4 Liaison Report: Dr. Raul Ramirez, Brenda Keane

Doreen Armstrong represented HR for Dr. Ramirez and Brenda Keane. Doreen
read the letter, which went out via email, from the Chancellor on recruiting and
the hiring freeze. There is a hiring freeze for Administrative and staff positions,
including temporary workers and acting opportunities. The hiring freeze does not
include designated or grant-funded positions, faculty, public safety positions, or
positions that are already in the interview process. The recruitment for the
Assistant Vice Chancellor of Information Technology will go on to forums and
interviews on April 4th & 5th. The Dean of Adult Education hiring decision will
go to the Board of Governor’s (BOG’s) meeting in March. If there are any
questions regarding staff positions, then please email them to Brenda Keane.
Doreen opened the floor for questions. There was a question about renewing
PAF’s in the new fiscal year. Doreen responded that Administration was still
waiting for more information from the state on the status of the budget. Until that
time there is no speculation as to where the budget will stand. Word from the
state can come down at any time, until then the College will have to wait for
further direction. The topics of step adjustments are included in the budgetary
discussions. Meet- and-Confer meetings are posted on the website. The next
meeting for ACES is March 13th at 2:00pm at the District Office in room C-228.
The next AFSCME meeting is March 20th, at the same time and location. There
will be a brief public comment section or if anyone wants to sit-in and see what
sessions are like, they are welcome to attend.

Open Enrollment for health benefits will be the first two weeks in April. This is
not a positive enrollment where everyone must hand-in paperwork; instead,
paperwork should be submitted only if there is a plan change such as adding or
dropping dependents, enrolling in Flexible Spending Accounts (FSA’s), or for any
other changes to a health enrollment.

There was a reminder that Cesar Chavez is a floating holiday through the month
of March. This means that an employee can take a day off between March 1st and
March 31st. This day should be scheduled ahead-of-time with supervisor approval.

2.5 Community Service – Julie Hecimovich, Carrie McLaughlin

Julie and Carrie gave an update on the PCC General Scholarship Fund BBQ.
They met with Fred from Sodexho. It was concluded that by going through
Sodexho the committee will save $300 - $400 in fees and will be included under
Sodexho’s health liability umbrella. Sodexho will provide hamburgers, veggie
burgers, hot dogs, buns, lettuce, tomatoes, onions, and cheese. There is a list of
perishable and non-perishable items that will need to be donated such as chips,
cookies, paper goods, and grills. Propane is not on the list—should this be
supplied by the campuses? This list will be handed-out to each campus and the
District Office. Carrie has contacted Pepsi™ and Julie has contacted Coke™ regarding “charitable donations” to see if they will offer us free product. They are still waiting for a response. There was a suggestion to try Kalil Bottling Co. for donations. The following lead contact will be collecting employee donations for the BBQ:

- **Julie** – CC
- **Rosa** – DV
- **Holly/Susan** – DC
- **Carrie** – DO
- **Cliff** – EC
- **Majorie** – NW
- **Diane** – WC

Julie and Carrie are asking for a count of what has been donated for the April meeting. If someone offers a check as a donation, please accept it. Carrie will check with Cheryl House in Foundation as to whom the check should be addressed. Carrie will also check to see if, for those who do make donations, there is a letter they can submit with their taxes for the donation. Carrie will also confirm that PCC is the appropriate “payable to” in the case that an individual issues a check. While the group will always accept cash donations, a donation of time and energy to clean-up/set-up/tear-down, grill, serve, and take money at the door is very much appreciated and accepted. There may be a possibility of sharing supplies between campuses. This volunteer time can be counted towards an employee’s Step Progression hours. Tickets will be sold ahead-of-time—pre-sell as many tickets as possible! Each representative will get a minimum of ten tickets each (if more tickets are needed, please let Julie know). The second week of April is the deadline for each representative to sell their ten tickets. Tickets will be $5.00, which will go towards a hot dog and hamburger, chips, cookie, and a drink. The BBQ’s will be held on the following days and at the following locations:

- April 21st – District Office
- April 22nd – East/West Campuses
- April 23rd – Northwest/Downtown Campuses
- April 24th – Community/Desert Vista Campuses

At the next Staff Council meeting, we will sign-up as to who will do what jobs on which campuses.

### 2.6 Follow up - Computer security question – Gail Fritz

Gail spoke with Brian Basgen from District IT about social security number security issues. A new version of Banner (Banner 7.5) will be installed this summer that will mask certain fields, including social security numbers. This will allow only individuals with certain security permissions to view more sensitive information. There is discussion at the District level as to who will have access to that information. In April, there is a Sungard Summit where PCC will speak to schools already using this new system. Due to the Summit this April, Staff
Council may have Brian speak at our May meeting to offer more definitive answers to the concerns raised.

3. COUNCIL REPORTS

3.1 Board of Governor’s Report – Julie Hecimovich

Julie reported that there was a concern raised by the public at the Board of Governor’s meeting regarding licensure restrictions. These restrictions pertain to barriers that students who have been arrested face. These students enroll in programs and pursue a degree not knowing that, due to federal laws, criminal background checks preclude them from obtaining a job after they graduate. This has been an issue for a number of students who have had criminal convictions and pursued and received a degree but could not qualify for the licensing that the profession required. Students would like to be informed of these restrictions before getting into their programs.

The Chancellor’s Report discussed the cumulative GPA for students on the tennis, soccer, and wrestling teams is above 3.0. The report also talked about access to education through the PCC/NAU 90/30 program. Per the Chancellor, the discussion for online textbooks should be a College-wide dialogue. The web offers a flexible medium for students; however, some advertising is not applicable to textbooks. The faculty senate will be in discussion also.

On February 21st, the Arizona All Academic Team got together in Mesa. Maricopa Community College, a larger institution than Pima, only had one more additional team member than Pima. PCC sent six 1st team members. A number of new programs are beginning (such as Avionics) while others are being inactivated.

3.2 Campus/District Reports

EAST CAMPUS –

A. East Campus is offering “College-for-a-Day” on March 24th from 8 am - 7 pm allowing High School students on Spring Break to participate in on-campus tours, workshops, and to sit-in on college classes.

B. The East Campus is participating in the Career Information Fair offered by JobPath on Saturday March 8th from 1pm - 2pm at Sacred Heart Parish at 601 E. Ft. Lowell (1st and Ft. Lowell).

C. East Campus is proud to commend Constance Strickland, East Campus Student Life Coordinator, on receiving the “Outstanding Staff/Faculty Leader Award” at the recent National Collegiate Leadership Conference at the University of Arizona.

WEST CAMPUS –

A. West Campus STEM Division hosts Physics Phun Nite on March 7th, 2008 from 6:30 to 8:30 p.m.

B. On March 18th, the League of United Latin American Citizens
(LULAC) Conference will be held at the West Campus from 7:00am – 12:30pm. The conference is for high school students in the Tucson community.

C. The Arizona Broadcaster’s Association Career Fair is on March 27th from 10am to 2pm.

Center for the Arts (CFA) March Schedule:
Tickets are $6 ($5 for PCC staff/students/seniors).
Wind Ensemble -- March 13th, 2008, at 7:30 p.m., in the Proscenium Theatre
Chorale and College Singers -- March 27th, 2008, at 7:30 p.m. in the Proscenium Theatre
Faculty Raymond Ryder Piano & Guests – March 30th at 3 p.m. in the Recital Hall

NORTHWEST CAMPUS –
A. March 29th, 5:00 – 10:00 pm, Student Government presents Rock Fest: Rock 4 Tomorrow
B. March 29th and March 30th, 9:00am – 5:00pm (parking lot), Southern Arizona Arts and Cultural Festival. The event includes 150 fine arts and crafts booths, cultural dance, international cuisine, teen/children activities, a farmer’s market, and more.

3.3 Committee Reports
3.3.1 Benefits – Carrie McLaughlin –
Flu shot clinics, UA facility use
Open enrollment will go from April 2nd to April 11th. Benefits representatives will attend each campus. This is a change in coverage only. Questions regarding benefits can be answered at 206-4945 or through Kate Walker at: kawalker@pima.edu. Paperwork will need to be filled-out for add/drop coverage, waive, and Flexible Spending Accounts (FSA’s). Carrie reported on the Wellness Programs that HealthNet provides. Members can go online and sign-up. We also have an affiliate membership with The University of Arizona (UofA) gym. UofA annual gym membership is $275 or $95 per semester.

Flu shot clinics are not covered by HealthNet—there is a small cost. The clinics offer on-site mammograms, Heart Health on-line forms (for heart attacks), and other benefits. It was put to the group if Staff Council wanted to sponsor next year’s flu shot clinic.

3.3.2 Community Service – Gail Fritz
Another opportunity was organized to volunteer at the Food Bank at Country Club and Ajo on Saturday March 29th from 9:00 am - noon. There are 28 volunteers so far and the maximum is 30. If interested, Gail Fritz can be contacted via email gfritz@pima.edu or via telephone: 206-7807.
4. **EMPLOYEE REPORTS**
   4.1 AFSCME – No representative to report
   4.2 ACES
   Meet and Confer is in session. The next ACES meeting is on March 13th at 2:30pm in room C-228. The first five minutes are open for public comment. Exempt staff with feedback should call John at Fulginiti at x6421. ACES events include wine-tasting, symphony, and coffee-and-talk. ACES employees are reminded of their $3,000 Professional Development Funds ($1,000 for workshops, seminars, and training; $2,000 for continuing education. April 18th is Exempt Staff day at the Downtown campus.

5. **OPEN FORUM/QUESTIONS**
Policy concerns were raised for individuals who are both PCC staff and adjunct faculty. Policy states that they are eligible to teach 5.1 load hours per semester. Staff feels that this policy impacts morale, retirement, and is a contradiction to professional development pursuits. The policy seems to only affect PCC staff members since those who work elsewhere do not have this conflict. The concerned party put forth a solution to look at the policy and possibly have specific measurements for situations where staff are also adjunct faculty. A solution was suggested for supervisors to verify that an employee has met the goals of the department and to take on 5.1 load hours would not be a detriment to their work environment. This way, the College will know the employee is fulfilling their responsibilities to the College first. If an employee has not received any negative reviews in their work history, why would it be a problem to continue? A question was raised if policy was going to change for staff taking classes during work hours. HR commented that policy stands as it is and that the decision would lie strictly with the supervisor of the department.

A concern was presented about employees who work on Saturdays. They feel there is a safety issue with a staff member working alone at a campus on that day. There is also an issue with employees receiving two consecutive days off in a week. They weren’t sure if this was a contractual issue and that it is stated that employees will receive these two consecutive days off. Employees understand that during peak times this needs to happen but they question this later in the semester when not all resources are available to help students on these days, like Admissions, Cashiers and Financial Aid personnel.

6. **ADJOURNMENT** - The meeting adjourned at 10:30 am.