Staff Council Meeting
Friday April 4th, 2008
8:30 – 10:30 am
Community Campus – TV Studio

MEMBERS ATTENDED: Evelyn Brown, Julie Hecimovich, Lucy Shubert, Joan Warfield, Joe Dolan, Wendy Dosch, Jaylene Ford, Dave Gittings, Rita Ladd-Carpenter, Robert Ramirez, Carrie McLaughlin, Laura Rutkoski, Jennifer Schowengerdt, Eric Welch, MaryAnne Wilson, Suzanne Blackburn, Robert Swindle, Holly Tackett, Gail Fritz, Cliff Shuttleworth, Marjorie Crook, Carol Carder, Diane Miller, Amanda Passeri (Guests): Barbara Byrnes, Stan Steinman


UNEXCUSED ABSENCE: Gloria Coronado, Margaret Medina, Laura Rutkoski,

1. GENERAL MATTERS
   1.1 Introductions
   1.2 Agenda Modifications
      No Agenda Modifications
   1.3 Approval of April 2008 Minutes
      An effort will be made to make sure Minutes say “draft” for review until
      approved by Staff Council. Carol Carder should have an excused absence. It was
      suggested to replace language on minutes regarding Saturday work hours. The
      BOG report expressed more concretely the discussion we had and will be used in
      the final minutes. Motion to approve revision - all in favor

   1.4 Announcements
      Damian Montoya was a representative from M&S and has accepted a position at
      the Northwest Campus. There is now an opening for a District position. Replacing
      Damian as representative is Wendy Dosch.

2. BUSINESS
   2.1 Public Comment and/or Questions
      To follow up on an open forum concern from the March meeting, all campuses
      are investigating safety/security issues where employees work Saturday hours.
      This issue was brought to the BOG and campuses. The results of the investigation
      were different at each location. For example, one campus discovered that safety
      was not a huge issue; however, there was a security issue. Administrators on-call
      have been scheduled to leave earlier than staff. They have been available by
telephone, but could be miles away. From now on, administrators will be on campus with staff on Saturdays. There was no public comment.

2.3 Provost Report: Stan Steinman
Stan Steinman reported on behalf of the Provost who was attending Meet-and-Confer sessions. The Provost will attend the June meeting.

The Provost’s newsletter came out this week. All staff are encouraged to attend Accreditation Workshops. Please call ahead to put your name on a list. Supervisors will welcome your attendance.

The Exeter Review assessed student services processes, and identified a lot of inconsistencies throughout the College. Final reports are being reviewed.

A different consulting firm is working on Financial Aid Services. There are issues with Financial Aid that have been ongoing over an extended period of time.

The legislative update began with a reminder of the budget crisis. The state is in a $2 billion deficit for the current and upcoming budget year. The state has chosen to address the crisis in combination for the 2008-2009 year. The College is hoping to not lose money for this fiscal year. The Governor and Legislative Committee are meeting on a regular basis and PCC hopes to receive more information soon.

The State Board is as good as dead and there is a slim chance it will be addressed in the Senate bill.

There were two other bills discussed. The gun bill would allow people who have licenses to carry concealed weapons onto campuses at universities. This bill is almost dead since there weren’t enough votes on the floor to bring the issue to the Senate. The sponsor of the bill offered to make an amendment to require a person who wants to carry a concealed weapon on campus to undergo additional training to maintain their license and carry the weapon. Most likely, the Governor will veto this amendment.

The Arizona Student’s Association is encouraging the textbook bill. This bill would require publishers to sell selected course material that can be sold separately or in bundled packages for estimated wholesale costs. The textbook bill has a chance of passing this year.

2.3 Liaison Report: Jack Redavid
Jack Redavid announced Open Enrollment this month. Notices were mailed to each worksite. Meetings scheduled at the campuses and district offices were posted on-line. This year, Open Enrollment only involves making changes to existing health or dental insurance. There is one exception: If an employee has a
Flexible Spending tax free Account (FSA), they must re-enroll each year as enforced by the IRS. All forms go to the Employee Service Center (ESC). Jack acknowledged and thanked the Employee Benefits Committee, to include Gloria Coronado and Carrie McLaughlin.

Appreciation and thanks were expressed to the Faculty Selection Committees. Faculty Recruitments are not over—there are still 50 faculty vacancies and teaching demonstrations to complete. These are the College’s greatest number of positions to be filled. The committees have been working hard trying to fill these slots, including arranging for interviews and teaching demonstrations. Of those selected already, some names will go in the April Board agenda and the rest will follow the May meeting.

Open forums for the Assistant Vice Chancellor position are today (April 4th, 2008) at 1:30pm. There are four candidates.

A question was raised regarding how many faculty positions there were at the College. The response was about 372 positions, which includes instructional, faculty and educational support.

In addition, a Staff Council member reminded the group about last month’s Open Forum questions that needed to be addressed. The concern regarded Pima Community College staff who are also adjunct faculty. These individuals are allowed to teach only 5.1 load hours per semester. Some staff members who were teaching two classes had to give-up one of their classes to accommodate these guidelines. The District Cabinet has not changed this policy; however, a Staff Council member stated there is a group from Cabinet re-examining the issue.

The second topic from last month’s Open Forum discussed Non-Exempt staff members working Saturdays. The Non-Exempt policy was put together through Meet-and-Confer meetings and discussions, and this policy defines the work week. Non-Exempt staff have a guaranteed two consecutive days off. In order to comply with the Non-Exempt manual, the staff who work on Saturdays would have Sundays and Mondays off. For Saturday staffing, there needs to be a conversation with the appropriate Dean.

Meet-and-Confer is alive and well. PCCEA, AFSCME, and ACES are part of the Meet-and-Confer process. ACES and AFSCME meet every other week. Some processes are waiting for the state economic situation to become clearer. Employees who have questions or concerns with the Non-Exempt policy manual need to raise those concerns now. The meetings are occurring now and are listed on the Pima website. They are open for anyone to attend and all employees are encouraged to be present. Last year, an employee’s input resulted in changes to the policy’s language.
2.4 Draft: SPG-4006/AA: Donna Gifford

Donna Gifford introduced herself and explained her position at the District Office as the Assistant Vice Chancellor working with the Chancellor. She mentioned positions she has held here at Pima Community College, which include Faculty, Staff, and Administrator positions. Last year, she was the chief spokesperson for PCCEA and is currently on the Management Team for ACES. She is responsible for the process of all policy changes.

There is a new SPG, which is called SPG-4006/AA Drug and Alcohol Testing, Reporting and Education. An SPG gives you the procedures. A need was identified for policy to protect the College for liability and legal reasons. It was stated that if the College is going to test employees, then the College has to have procedures to protect employees. The process for this SPG was explante.

- Someone identifies a need for a policy or a revision of a policy
- A group is then assigned to write those guidelines
- After the policy is written, it goes to Cabinet
- Cabinet writes recommendatons and offers changes
- The draft is then distributed for public comment
- The comments are revised line-by-line
- Since this SPG raised so much public analysis, the process was started again
- From Cabinet, it went to legal counsel for review and was posted again for public remarks
- Finally, the SPG is sent to the Chancellor for adoption and then finalized as a legal document

This particular SPG came out of Human Resources. A fair amount of public comment was received. About 40% of the changes were implemented. All of the changes can be found at: http://www.pima.edu/policies/drafts.shtml. There is also a link to email comments, which go to Donna Gifford.

Within this SPG, there is a call for language clarification regarding driving on duty, non-prescription and homeopathic drug use. There is a safety issue if an employee is taking a substance that interferes with work performance. If that is the case, the employee must notify the supervisor. This is a procedure for a supervisor who notices signs of someone who is impaired on the job. This policy is needed for legal reasons because, if we don’t have a procedure for drug testing, that means we are no longer eligible for federal money including grants and financial aid. It is part of the law.

A Staff Council member mentioned that some of the police officers at the College are trained in drug recognition certification. The training allows an officer to
determine of which drug an individual is under the influence. With the upcoming budget crunches, it was asked why the College would go outside of its own resources to drug test employees when there are certified individuals here. This may save time and money. It was suggested that if you do have such certification, to send an email to Maggie Romance and carbon copy (cc) Raul Ramirez and let them know you’re available to do this.

There is a level of employee confidentiality with this subject. This policy protects confidentiality to the best of the College’s ability. There are companies that execute random drug testing to their employees, but that is not the intent of this policy. There has to be reasonable suspicion to recommend an employee get drug tested. However, if an employee feels they are being treated unfairly they should address this through the usual employee grievance procedure.

A member asked why there was a change in title from Vice Chancellor for Human Resources to Chief Human Resources Officer. The answer was that the College was out of compliance with titles. More generic terms for administrators were needed because titles were changing too frequently.

2.5 Fundraiser Project: Julie Hecimovich
Staff Council fundraising involves barbeques at each campus, which will be held from Monday April 21st to Thursday April 24th. Marjorie Crook is now handling tickets. If additional tickets are needed, she can be contacted at the Northwest Campus.

For those who want to volunteer, a list of telephone numbers for those responsible at each campus will be available. See Rita Ladd-Carpenter after the meeting—she will have a sign-up sheet for those who wish to volunteer.

Staff Council members should go to at least one other barbeque other than their own. For those volunteering, Step Progression hours can only be counted during one’s lunch hour or other personal time. Due to the way the Non-Exempt policy was written, an individual cannot accumulate Step Progression volunteer hours during the work day. Campus contacts should inform Gail Fritz of the volunteer names and hours so she can keep track as well.

Donation checks should be addressed to the Pima College Foundation. Donations of time and energy to clean-up, set-up, tear-down, grill, serve, and take money at the door are also very much appreciated and accepted.

Further discussion centered on distribution of non-food contributions, pre-selling tickets, and food ordering.
3. COUNCIL REPORTS

3.1 Board of Governor’s (BOG) Report – Holly Tackett

The Board of Governor’s Meeting was held on March 12th, 2008. After the Staff Council report was read, Chairperson Stewart asked if the 5.1 load hour issue regarding staff who are also adjunct faculty was resolved or looked into.

In the report from the Arizona Association for District Governing Boards, Brenda Even stated that the entire group was opposed to the legislative proposals that allow students to carry guns on campus.

In the Chancellor’s report, Dr. Flores:

- Congratulated all campuses for bringing FTSE up. Most campuses were up 2 or 3%. Northwest Campus is up double digits.
- Discussed speculations about a new Arizona State Board of Community Colleges, as well as the growing State budget deficit. Pima is structuring their finances to meet any goals the legislature may throw at us.
- A company called ETC has been selected to do Pima’s Institutional Climate Survey. The previous self-study will be made available to everyone at www.pima.edu/climatesurvey.
- ACES, PCCEA and AFSCME made their Meet and Confer presentations

In other action, the Board approved our health care providers for the next year. A tuition increase was approved—$0.50 will be eliminated from the Student Services fee but $2.50 will be added to each credit hour.

3.2 Campus/District Reports

DESERT VISTA (DV) CAMPUS

- Sonia Colmenero is now the Desert Vista Campus President Coordinator
- DV Hosting 2nd Annual Family Day held Saturday, April 26th, 1:00 – 7:00 pm
- Talent Search is currently interviewing for a Talent Search Coordinator to be hired in May
- New Student Orientations, High School Orientations, and Financial Aid sessions are in progress

WEST CAMPUS (WC)

- PCC to NAU Transfer Day, 10:00 a.m. – 2:00 pm, West Campus Santa Catalina Bldg. Lobby
- Library Book Sale, April 15th – April 16th, 2008, 10:00 am – 3:00 pm West Campus Santa Catalina Bldg., East Deck
- Cash for College Finance Fair, 10:00 am – 2:00 pm, West Campus Santa Catalina Bldg. Lobby
PCC Theatre Arts
- Sam Shepard’s Pulitzer Prize-winning drama “Buried Child” – directed by Betsy Kruse Craig. April 9th – 20th, 2008, in the Black Box Theatre: Wednesday preview, Thursday-Saturday at 7:30 pm, Sunday at 2:00 pm Tickets are $8-$12. Mature themes.

PCC Music (All tickets $5-6)
- Faculty Mark Nelson Tuba Recital - April 17th, 2008, at 7:00 pm in the Recital Hall
- Jazz Improv Combos - April 21st, 2008, at 7:30 pm in the Proscenium Theatre
- Jazz Ensemble - April 22nd, 2007, at 7:30 pm in the Proscenium Theatre
- Opera - The Magic Flute with narrative - April 25th – 26th, 2008, Friday at 7:00 pm, Saturday at 2:00 pm and 7:00 pm in the Proscenium Theatre
- Faculty Mike Keepe, saxophone, with Allen Rodriguez, piano, Recital – April 27th, 2008 at 3:00 pm In the Recital Hall

Louis Carlos Bernal Gallery (The gallery and its programs are free and open to the public.)
- Annual Juried Student Art Exhibition, works by PCC students: April 7th - May 2nd, 2008. Awards reception: April 9th, 12:00 -3:00 pm

COMMUNITY CAMPUS (CC)
- New Dean of Adult Education, Dr. Joseph Terry Sawma, began on March 31st, 2008
- Dean of Instruction Jim Johnson retires at 4:45 pm today

Let’s AALL TALC: Building Partnerships for a Healthy Economy is a day-long conference to be held at the El Pueblo Regional Center, Tucson, AZ on April 11th, 2008. Keynote address by U.S. Congressman Raúl Grijalva, Arizona District 7. Conference explores critical connection between literacy and the economy. AALL is Arizona Association for Lifelong Learning. TALC is Tucson Area Literacy Coalition.

3.3 Committee Reports
Gail Fritz reported a very good turn out for the Volunteer Day at the Food Bank last Saturday. Exact numbers are not known at this time, will be reported in May. In addition, she will be sending out letters to participants for their Step Progression Plans (SPPs). The Care Fair is a volunteer opportunity this summer, for those who want to get a head-start on 2008-2009 volunteer hours. An updated flier will be distributed via email for circulation on the campuses. Contact names are Maria Ross at Downtown Campus or Rosa Whaley at the Desert Vista Campus. Their email addresses are on the flyer.

Staff Council Meeting Minutes
April 4th, 2008
4. EMPLOYEE REPORTS

4.1 AFSCME – Robert reported that $57,000 of the $80,000 of enrichment funds for Professional Development has been allotted. There is still money to spend. Staff who haven’t used professional enrichment money are encouraged to apply. Copies of receipts will no longer be accepted—original receipts are required. There is a new proposal to change the book fund from a limited number of funds to an unlimited amount. The $15,000 book fund was spent by November 2007.

AFSCME communication is sent to AFSCME members only. However, Bob Brodie will be contacted to see if AFSCME information can be publicized through PimaNews. The concerns put forth at Meet-and-Confer were the unlimited book fund and reducing the 100 contact hours for Step Progression Plans as well as having the ability to apply for jobs laterally or one grade above, clarifying language on meal periods, salary adjustment increases, longevity pay for three or more year’s service, outsourcing, and to change the allocation of the $1,000 professional development funds from every two years to every year.

4.2 No ACES Reports

5. OPEN FORUM/QUESTIONS

Note: the open forum is a place to bring forth a concern briefly or to put it on the agenda for a later meeting. If there is a need for an administrator to address these concerns, we will try to make sure that happens.

The June, July, and August meetings are “on the road”, meeting at locations for those other than the Community Campus TV Studio. The June meeting will be at the East Campus and the July meeting will be at the Downtown Campus. For the month of August, there was discussion about the meeting being held at the Davis Monthan Air Force Base (DMAFB) or the Northwest Campus (NWC). There was a motion to vote for the meeting site. The vote demonstrated a desire to hold the August meeting at the NWC but we will revisit the vote next meeting.

A question was raised regarding the purpose of Staff Council. As representatives to each campus and work site, we take the concerns, questions, and issues raised at Staff council meetings back to administration, the Provost, and Human Resources liaisons. We receive concerns raised at each of our locations and bring them forth at our meetings. Staff Council acts as a communication hub for the College.

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