MEMBERS PRESENT: Delso Bosquez, Evelyn Brown, Shari Dill, Shawnee Hanzlick, Julie Hecimovich, Michael Ochotorena, Margaret Medina, Lucy Schubert, Joan Warfield, Hector Acosta, Rosa Whaley, Danielle Beardsley, Wendy Dosch, Rita Ladd-Carpenter, Laura Rutkoski, Carmen Turner, Eric Welch, MaryAnne Wilson, Suzanne Blackburn, Holly Tackett, Gail Fritz, Cliff Shuttleworth, Bret Bednarz, Marjorie Crook, Jason Stone. Guests: Bonnie Demorotski, Dr. Suzanne Miles, Brenda Keane, Robert Wise

EXCUSED ABSENCE: Gloria Coronado, Dave Gittings, Prisilla Mata, Carrie McLaughlin, Robert Swindle, Carol Carder, Terrie Fisher, Barbara Byrnes

UNEXCUSED ABSENCE: Joe Dolan, Jaylene Ford, Diane Miller

1. GENERAL MATTERS
   1.1 Introductions
   1.2 Agenda Modifications
      Insert 2.4 for AVIVA Representative
   1.3 Approval of May 2008 Minutes
      • Members Attended: Suggestion was made to include last names. Also, add Margaret Medina, Shari Dill, and Evelyn Brown to list of attendees.
      • 2.2 Presentation: New ED training- under “All courses can be used toward step progressions, except during employee probationary period” It was suggested that it be altered to read, “ED classes may be used for step progression” and remove the reference to the “probationary period”.
      • There was a motion to approve the May minutes as amended: seconded and approved.
      • There was a motion to approve the April minutes: seconded and approved.
   1.4 Announcements
      District Office Representative, Jennifer Schowengerdt resigned due to work schedule issues. Danielle Beardsley has agreed to finish Jennifer’s term. District Office representative, Prisilla Mata, had resigned last fall due to a staffing conflict, and due to election confusion the position was never filled. The staffing conflict has been resolved, and Prisilla has agreed to finish her term. District Office is still short one representative. Chairperson Gail Fritz will pull the next candidate from the list of nominees to fill the position. West Campus Representative, Amanda Passeri, has left the College. Jason Stone has agreed to finish her term.

2. BUSINESS
   2.1 Public Comment and/or Questions
      No public comment.
   2.2 Provost Report: Dr. Suzanne Miles
      • Financial Aid: Changes are being made to the financial aid process based on feedback from an outside consulting firm. It was determined that the skills of the current six campus financial aid (FA) coordinators were not being fully utilized consequently; three coordinators will move to DO and three will be assigned to cover two campuses each. Five new Student Services FA Specialist positions are being created to bring the total number to twelve. Each campus will have two Student Services Specialist dedicated specifically to financial aid. The FA Specialist will split coverage to provide service days, evenings and weekends. In addition, four positions at DO were identified as over-utilized and those positions were reclassified to more appropriately reflect their job duties. The District staff is now included in the campus evening and weekend coverage necessitating their travel
between the DO and the campuses. The Assistant Director for Financial Aid responsibilities will be
divided with one position responsible for FA database management under IT and the other position
having responsibility for the daily operations of the department and supervision of financial aid staff
at DO.

- **Student Service Processes:** The Exeter consulting firm hired to analyze the Student Service
processes College-wide, found inconsistencies. The Deans of Student Services now report directly
to the Provost’s Office under Vice Provost Bridget Murphy and are responsible for implementation
of the consultants’ recommendations. Any changes implemented will take place simultaneously at
all campuses. Changes to the Student Service process are covered under Initiative 3 of the College
Plan.

- **Budget:** There is no news on the state budget. The Board of Governors are likely to address
salaries at the June 11th Board meeting.

- Lynne Wakefield has moved to the position of Asst. Vice Chancellor of Human Resources. Dr. Raul
Ramirez is now Vice Chancellor of Community Relations, Special Events and Grants. Terry Flores
and Doreen Armstrong are moving to Human Resources.

### 2.3 Liaison Report: Brenda Keane

- **Recruitment:** Administrative recruitments are underway; there will be transfer and acting
opportunities. There will be a nationwide search for the AVC of Marketing position. Brenda Keane,
in response to an e-mail stated that temporary employees do not require the Chancellor’s approval.
Adjunct faculty recruiting is ongoing. Staff recruitment is low, but it is hoped that more positions
will become available when the budget is in place.

- **STEP Progression Plan:** Work is continuing on the approval process for completed non-exempt
plans. Over 200 completed plans have been processed. Employees will receive correspondence
regarding salary increases once the budget issue is settled.

### 2.4 AVIVA Representative

Bonnie Demorotski from AVIVA Children’s Services, the non-profit arm of Child Protective Services,
spoke about the back to school supply drive. Last year the drive helped over 500 students and they
receive the majority of their supplies from Pima Community College donations. Along with the school
supplies, gift cards from Target, Wal-Mart and Payless Shoes as well as food cards from Fry’s or
Basha’s are welcomed. Additional volunteer opportunities include sorting supplies and stuffing
backpacks. For more information contact: Bonnie Demorotski at 327-6779, ext 13

A motion was presented and seconded to participate once again in the AVIVA school supply drive. A
volunteer from each campus will serve as the point person for the drive: NW-Bret Bednarz, DV-Rosa
Whaley, DC-Suzanne Blackburn, EC-Cliff Shuttleworth, DO-Rita Ladd-Carpenter, MS-MaryAnne
Wilson, CC-Shari Dill, WC-Jason Stone.
The AVIVA school supply drive will be on the July agenda.

### 2.5 Follow Up: Open forum question from May Meeting

**Virginia Tech Tragedy:** Measures have been taken regarding security and phone upgrade. There are
concerns about emergency response training for staff. Dr. Bea is working with a committee to
implement training over the summer.

### 2.6 Election to Replace Staff Council Secretary

Nominations were taken for the vacated Staff Council Secretary position. Marjorie Crook was elected
Secretary. The Council will continue to try to provide a note-taker but this is not always possible. Lucy
Schubert volunteered to be the note-taker.

### 3. COUNCIL REPORTS

#### 3.1 Board of Governor’s Report: May 14, 2008 Meeting
• **Congratulations:** Chairperson Stewart congratulated the Arizona Daily Star in reporting the K-12 social promotion. He also congratulated the student Board of Governors representatives for their work.

• **Baccalaureate Degrees:** Baccalaureate degrees may be put back into discussion. There were some thoughts that community colleges were not allowed to award baccalaureate degrees. PCC has the support of the Maricopa Community College System.

• **Chancellor’s Report:** PCCEA presented their meet and confer requests and submitted memos of understanding. The Chancellor congratulated Bryce Mortland from Media Production and Publications on his NCMPR award.

• **Governor:** The Governor’s P20 Council and Higher Education Committee want to expand pathways to baccalaureate degrees. The Governor wants to double these degrees by 2020.

• **Other Business:** The capital budget was passed and the College Plan for 2008-2011 was approved.

3.2 **Campus/District Reports**

**Desert Vista Campus:** The Campus administrators are conducting interviews for the advanced program manager position. The business office is moving to the Plaza building and the TRiO program will relocated to the Pueblo building. Restroom renovations are underway. The Educational Talent Search and Upward Bound Programs have started their summer programs with approximately 125 students.

**Community Campus:** GED graduation was Thursday June 19th. There were 250 graduates.

**District Office:**
- Financial Aid-All communications for the 08-09 year will be done electronically. A letter will be sent to students explaining the process. All forms will be available online.
- Payroll-There will no longer be paper advice slips. Direct deposit notification will henceforth only be sent out electronically.

3.3 **Bylaw Amendments**

A Staff Council subcommittee was formed to look into the bylaws as pertains to the election process. The group has defined wording that will clarify the process in the event of discrepancies in future elections. Chairperson Fritz read the new paragraph to be inserted into the bylaws and she will send out the changes electronically. A vote will take place in July.

4. **EMPLOYEE REPORTS**

4.1 **AFSCME** - Per an email from Arlene Muniz: AFSME has temporarily halted meetings due to budget restraints. AFSME is waiting for news regarding the budget and funding for salary increases and will reconvene once a budget is adopted. There has been tentative agreement to changes in the step progression plan and the implementation of a paid education leave similar to the ACES program. A report will be sent to all staff soon.

4.2 **ACES Report** - No Report

5. **OPEN FORUM/QUESTIONS**

- It was suggested that a community service project to help animals be considered in the future. It will be put on the next agenda for discussion. There is a volunteer opportunity fostering a dog available through the Arizona Greyhound Rescue. Those who foster a dog through this program can earn eight volunteer hours per day. Brenda Keane will check to see these hours can be used toward step progression hours.
- President Fugett greeted Staff Council and welcomed everyone to the East Campus. She was asked about the East Campus Dean of Student Services search. It is being conducted at District Office. Five very qualified candidates were interviewed last week.
- Roll keeper Rosa Whaley asked that all representatives to sign in at every meeting and to add their phone extension. If you are unable to attend a meeting, please email Rosa prior to the meeting at rwhaley@pima.edu.

6. **ADJOURNMENT** - The meeting adjourned at 10:08 a.m. Next meeting is July 10th in the Amethyst Room at Downtown Campus from 8:30 am to 10:30 am. Shared refreshments are optional.