
EXCUSED ABSENCE: Evelyn Brown, Joan Warfield, Danielle Beardsley, Alejandrina Bravo, Dave Gittings, Rita Ladd-Carpenter, Robert Swindle, Holly Tackett, Gail Fritz

UNEXCUSED ABSENCE: Jaylene Ford,

1. GENERAL MATTERS
   1.1 Introductions
      Dr. Harry Muir, Dean of Instruction, welcomed Staff Council to the Downtown Campus.

   1.2 Agenda Modifications
      Move the AFSME report (3.2) to follow the Liaison Report.

   1.3 Approval of June 2008 Minutes
      • Members Attended: Jaylene Ford’s name was misspelled.
      • Note from Robert Ramirez: Robert sent a clarification regarding the changes to Financial Aid.
      • The June minutes were approved as amended.

   1.4 Announcements
      • Alejandrina Bravo has agreed to fill the vacant representative position for District Office, but will be excused from the July and August meetings because of work duties.
      • Follow up on Human Resources policy on volunteer hours: only if Greyhound Rescue is a recognized non profit agency and the employee can link the volunteer hours to their college position and/or career goals would the hours be approved for step progression plan.

2. BUSINESS
   2.1 Public Comment and/or Questions
      No public comment.

   2.2 Provost Report: Stan Steinman
      • Budget: The State budget was finally passed. The legislature approved a budget of nearly 10 billion dollars. The College received $18,874,100 for operating funds for the new fiscal year but no money for capital expenditures. This is a 3.8 million dollar cut.
      • Student Service Processes: The budget for Student Services has been migrated. The Vice Provost and the Deans of Student Development are meeting weekly. The action plan developed by the consulting firm has been received and recommended changes are being implemented.
2.3 Liaison Report: Lynne Wakefield

- **Step Progression Plan:** Congratulations to exempt and non-exempt staff. 76% of the exempt staff and 55% of the non-exempt staff have successfully completed step progression plans. Salary notifications will be sent out shortly. Changes to the non-exempt step progress plan for the 2008/09 year includes a reduction in the number of volunteer hours from 100 hours to 75 hours and a reduction in the number of class credits from six to five. The new plans and forms are available on-line.

- **All College Day:** All College Day will be Friday, August 22nd at West Campus. It is a half day with staff reporting back to their respective campuses after lunch (not provided). Breakfast will be at 7:30 with the program beginning at 8:45. The guest speaker will be Dr. Shelton, President of the University of Arizona.

2.4 **Vote on bylaws amendment:** Amendment to Section VI of the bylaws (Nomination and Elections of Staff Council Representatives) was voted on and approved. Changes voted on are:

- The Election Committee will refer to best practices from past elections as a resource for establishing timelines and processes each year.
- The Election Committee will: Update the best practices resource as needed, for use in future elections.
- In the event of discrepancies in the balloting process, the established election committee will conduct an emergency election at the effected location(s).

3. **EMPLOYEE REPORTS**

3.1 **AFSCME:** Bob Wise, AFSCME representative

- **Meet and Confer:** There will be a Labor-Management Committee forum consisting of five AFSME and four College representatives. The purpose is to improve labor/management relationships by providing an informal forum to discuss mutual concerns and problems. The committee will meet six times per year or more often by mutual agreement.

- **Step Progression Plan:** The pilot status was removed from the non-exempt plan. Required clock hours have been lowered to 75 hours. Three Step Progression Plan options exist. Option A: Employees continue to follow the current plan with changes made to cross-training methods and certificate hours. Option B: Would allow employees to utilize time spent during work hours to pursue the development of departmental manuals and/or technological tools with supervisor approval and monitoring. Option C: A combination of the two options equivalent to 75 clock hours.

- **Meal Periods:** Meal periods can deviate from 60 minutes, as long as it’s not in conflict with Federal Labors Standard Act and is requested by the employee with supervisor approval.

- **Outsourcing:** Language was agreed upon that would permit AFSCME to make recommendations and participate in discussions as they relate to contracting out College work currently performed by non-exempt employees.

- **Paid Educational Leave:** The non-exempt employee group will now have the opportunity to apply for a one year paid leave for one employee or two six-month paid leaves for two employees each year.

- **Professional Development Fund:** Currently employees are allotted $1,000.00 every two years. The committee requested that the cost of books be separated from the dollar amount allotted. Non-exempt employees who have maxed out their $1000.00 allowance will now have access to the book allotment fund.
Performance Evaluation: The yearly performance evaluations will occur at the same time for all employees rather than the individual’s anniversary date. Exempt staff evaluations will be January 1 through February 15th and non-exempt evaluations will be done during the month of February.

Salary: Non-exempt staff received a 3.7% total increase (step plus lift). Increase to the step was 2.5%. 311 non-exempt employees (55%) received a step increase with the residual from being added to lift the base pay scale by 2.5%.

Items Not Agreed Upon:
1. Classification of the non exempt two additions steps requested.
2. Longevity pay - employees successfully completing three years of serve would receive a step increase.
3. Changes to selection process allowing for internal application at no more than one step above current classification.

3.2 ACES: Report submitted by Clare Strom, ACES secretary
- Newly elected officers for fiscal year 08-09 are:
  President-John Fulginiti
  President Elect-Cindy Dooling
  Treasurer-Patsy June
  Secretary-Clare Strom
  Member at Large-Brian Basgen
  Member at Large-Linda Cordier

We thank Rene Napper and Laurie Ann Schulz for serving on Meet and Confer last fiscal year.

- Exempt Professional Development Funds: Changes were made to the funds for this fiscal year. An exempt employee has $3,000, as long as the funds are available, and can be used in the combination of $2,000 for workshops and $1,000 for educational attainment or visa versa.
- Social Committee: The Social Committee, chaired by Linda Cordier has done a wonderful job in providing networking opportunities for ACES members. Members enjoyed tickets for selected events at Symphony Hall, “Coffee and Conversations” at local coffee shops, and after work gatherings.
- Membership: Membership as of May was at 179, over 50% of all exempt staff.
- Success Rate: Human Resources released the success rate (77%) of the exempt staff attaining a step increase. Total increase for exempt staff is 4.5% for fiscal year 2009.

4. COUNCIL REPORTS

4.1 Campus/District Reports
Desert Vista: Rosa Whaley
Care Fair: Care Fair will be held at Sunnyside High School Friday July 18th thru Saturday, July 19th from 8:00 a.m. to 7:00 p.m. Many organizations covering safety issues, immunizations, low income resources participate, and volunteers, especially bilingual personal, are needed. Pima College volunteers can use the hours towards their Step Progression.

Board of Governor's Report: Julie Hecimovich, June 11, 2008 meeting
- Step Progression: The Board voted unanimously to give all employees who completed a step progression plan a 3.7% increase. The remaining money for each employee group will go to a salary lift.
- Tax Rate: The Board also approved the tax levy (primary and secondary tax rates are decreasing) and the tax rate for the refund for Qwest (a one-time charge of approximately $.38).
Chancellor’s report:
- AFSCME and ACES made presentations concerning the work that was accomplished during the Meet and Confer session. Many memos of understanding had been signed.
- Summer school enrollments at Community, Downtown, East and Northwest campuses were up.
- Dr. Raul Ramirez will become the Vice Chancellor for Community Relations and Institutional Outreach working with groups such as the Tohono O’Odham, Pascua Yaqui, universities and faith-based organizations to strengthen Pima’s partnerships and outreach to these areas.
- Lynne Wakefield will move to Human Resources to take over some of Dr. Ramirez’s responsibilities.
- Doreen Armstrong will become the Executive Director of Employee Consulting and Career Development Services.
- Teresita Flores will become the Executive Director of Employment/Legal Affairs.

Other business:
- The personnel policy statements were accepted for all employee groups.

4.2 Committee Reports:

4.2.1 Community Service Reports: Julie Hecimovich
- **BBQ**: Staff Council raised a total of $3,867.07 from the BBQ. Cheryl House Executive Director of PCC Foundation suggested that staff council might want to hold back seed money for future fund raising events. Discussion followed, no decision was made.
- **AVIVA Children’s Services “Back to School” drive**: Staff Council will start collecting items for the back to school drive this month. Bonnie Demorotski from AVIVA can supply collection boxes if necessary. She also wanted to let us know that there are volunteer opportunities year round. Besides the “Back to School” project you can volunteer in December to collect Christmas gifts for the children, you can wrap, collect, package the gifts. In the fall there are opportunities to pack summer clothing away and collect winter clothing. Bonnie’s number is 327-6779, ext 13. Volunteer hours can be put toward an employee’s step progression plan.

5. OPEN FORUM/QUESTIONS

5.1 Bylaw Amendments: Two amendments were read prior to putting to a vote at the August meeting.
- **Membership for Staff Council**: Membership is open to all 12 month full time regular staff.
- Change title of the administrative liaison to Assistant Vice Chancellor, Human Resources.
- Add the position of **Staff Council Note Taker**. The Staff Council Note Taker will take notes at monthly Staff Council meetings, and forward them to the Secretary. The Note Taker is elected to this non-voting position.
- In the absence of the Note Taker the alternate will attend and fulfill her duties. The Alternate Note Taker is the runner-up for the non-voting position of Note Taker.

5.2 Other Issues
- A question came up about extending the flex schedule longer into year in order to help offset the price of gas.
- Faculty and exempt staff can purchase software at a discount through the “work at home” program. Could this opportunity be extended to non-exempt staff? Non-exempt staff are hourly employees necessitating that they be paid if working off hours. There are businesses that do offer a discount for Pima College employees.
• There is concern at some campuses regarding the difficulty of contacting Student Services and Financial Aid at some locations. It was suggest that each location try to find out the best phone number to use to reach these areas on Saturdays and in the evening.

6. ADJOURNMENT: The meeting was adjourned at 10:10am. The next meeting is August 7 at Northwest Campus Community Room (A207) from 8:30 to 10:30am. Shared refreshments are optional.