MEMBERS PRESENT: Delso Bosquez, Evelyn Brown, Shari Dill, Shawnee Hanzlick, Julie Hecimovich, Margaret Medina, Rosa Whaley, Danielle Beardsley, Wendy Dosch, Dave Gittings, Prisilla Mata, Carrie McLaughlin, Robert Ramirez, Mary Lou Rosas, Laura Rutkoski, Carmen Turner, MaryAnne Wilson, Holly Tackett, Gail Fritz, Cliff Shuttleworth, Bret Bednarz, Marjorie Crook, Carol Carder, Diane Miller, Jason Stone. 

GUESTS: Dr. Suzanne Miles, Lynn Wakefield, Arlene Muniz

EXCUSED ABSENCE: Lucy Schubert, Joan Warfield, Hector Acosta, Alejandrina Bravo, Rita Ladd-Carpenter, Robert Teso, Eric Welch, Suzanne Blackburn, Terri Fisher

UNEXCUSED ABSENCE: Gloria Coronado, Michael Ochotorena, Jaylene Ford, Robert Swindle

1. GENERAL MATTERS

1.1 Introductions
Dr. Sylvia Lee, Campus President, welcomed Staff Council to the Northwest Campus.

1.2 Agenda Modifications
No modifications.

1.3 Approval of July 2008 Minutes
• Two spelling errors noted under section 3.
• The July minutes were approved as amended.

1.4 Announcements
• Joe Dolan has resigned his position with the College. Mary Lou Rosas has agreed to fill his vacancy.

2. BUSINESS

2.1 Public Comment and/or Questions
No public comment.

2.2 Provost Report: Dr. Suzanne Miles
• The Chancellor sends his regards and hopes to make the September meeting.
• Vacancies: The Assistant Vice Chancellor of Marketing position has been advertised nationally with an open till filled end date. The first deadline has passed and it is hoped the position will be filled by October. Joe Dolan, marketing writer, has relocated to Hawaii. His position is another in marketing needing to be filled.
• College Plan: The College Plan 2008-2011 is tied to the accreditation process that will culminate with the planned North Central Association of Colleges and Schools visit in fall 2010. Dr. Miles is pleased that so many employees have attended the “Renewal Process for Accreditation” workshops with a reminder that there are more workshops scheduled for those wishing to attend. There are two workshops available, a general session giving an overview of the process and a second more specific session on student learning outcomes. There are still vacancies for October and November workshops. Contact Carrie McLaughlin in the Provost’s office to register.
• **Degree Works:** The College is asking for Board of Governor (BOG) approval to purchase Degree Works, a retention tool software package. This program will allow students to track their academic progress. If approved by the BOG the new system would be unveiled in October or November.

• **All College Day:** All College Day (ACD) is Friday, August 22 at the West Campus. Dr. Robert Shelton, President of the University of Arizona, is the keynote speaker. ACD is a half day with the campuses reopening at 1:00 p.m. There was concern about recording time on timesheets as the ACD general program is due to end at 10:30 a.m. but the campuses do not reopen until 1:00 p.m. Pima News addressed the issue.

### 2.3 Liaison Report: Lynne Wakefield

- **All College Day:** Call Human Resources if you have not received your email response for all college day.

- **Employee Annual Evaluations:** Evaluations are no longer done on an employee’s anniversary date. Each employee group has a different time frame. Administrators are June/July, Exempt employees are done in January and the first half of February and non-exempt evaluations are done during the month of February.

- **Adjunct Faculty and distance teaching:** Per policy, employees must have a work site within the county. The concern under discussion is having faculty teaching distance learning classes who live out of state and never report to work in Pima County.

### 3. Employee Reports

#### 3.1 AFSCME – Arlene Muniz

- **Outstanding Issues:**
  - Educational leave benefit is still being structured. A committee will be formed and it will probably be January before the plan is rolled out. There will be criteria set, it might be a competitive process and may be linked to seniority.
  - Meal periods do not have to be one hour. The time can be shortened with supervisors approve. Meal periods cannot be used to shorten the workday.
  - Step progression plan has moved out of the pilot phase. Changes to criteria include reduced hours of community service/professional development to 75, reduces educational credits to 5 and an additional plan (B) allowing special projects to count toward step. There was concern voiced about the instance of an employee moving mid-year from a non-exempt position to an exempt position. How is that handled?
  - The make-up of the Labor Forum will consist of the four college AFSCME stewards, Doreen Armstrong and the personnel for the area of concern.

- **How to get issues to Meet & Confer:**
  - Issues need to benefit all non-exempt employees.
  - Present an issue with documentation and comparisons from other areas (colleges, businesses) using the practice.

- **Questions**
  - Staff evaluations are one on one between the employee and his or her supervisor. An AFSCME representative cannot be present. In the case of a grievance, AFSCME representative can be asked to attend.

#### 3.2 ACES

- **Octoberfest:** ACES BBQ fundraiser to benefit the families of service men and women at DM will be coming up in October.

### 4. Council Reports

#### 4.1 Board of Governor’s Report: No Board meeting in July

4.2 Campus/District Reports
West Campus – The campus welcomes Deborah Yoklic, Acting Division Dean of Instruction-Business, Computers, World Languages & Social Sciences.

Upcoming events – Campus Convocation is Monday, August 25, 9:00 in the Proscenium Theater. WC Library Book Sale will be Tuesday and Wednesday, October 14-15 from 10:00am-3:00pm, Santa Catalina Bldg, 1st floor patio. A Health and Wellness Fair is scheduled for October 16.

East Campus – Juan Soto is the new Dean of Student Development

Financial Aid – Robert Ramirez provided the following update on changes to Financial Aid
  o Still currently in hiring process for 4 more Student Services Specialist for the Campuses. One has been hired and is temporary located at the East Campus for coverage, Julio Durazo.
  o We have assigned an Acting Financial Aid Coordinator for the East & Desert Vista Campuses, Veronica Arvizu.
  o District Staff are required to provide coverage for the Campuses during the week, nights and weekends. We generally rotate a six man district crew between the campuses. Primarily servicing high foot traffic campuses like the Downtown & Northwest.
  o Each campus continues to offer Help Sessions to fill out the FAFSA, check www.pima.edu.
  o Majority of Verifications have been pulled from the campuses and will be completed by District Staff.
  o Financial Aid Appeals are in progress and will continue to be. The Appeals Committee meets every Friday all day at the District or as needed depending on volume.
  o Federal Work-Study process is student driven and will be the responsibility of District Financial Aid Office with collaboration between campuses. Each year there are limited funds available for the Federal Work-Study program and a priority FAFSA filing deadline is set, April 2, 2008. Every student who submits their FAFSA by the priority deadline and indicated they are interested in Federal Work-Study will be package based on receipt date. Currently each campus provides a list of jobs to include job description and point of contact. Every student packaged for Work-Study will receive communication from the district office to include the list of jobs. At that time it is up to the student to research and pursue the job of choice through the assigned point of contact and is required to complete Application for Employment same as all employees. The awards will be closely monitored and any cancellations will be re-allocated based on applicant receipt date. This is subject to change and may vary between campuses depending structure of campus and/or career services.
  o Loans are currently being offered to any student interested and qualified. Loans are always packaged in “Offered” status and it is up to the student to accept them through their MyPima account. District Staff are working diligently to ensure students will receive loans in a timely manner and all financial aid disbursement schedules are available to every student awarded through their MyPima account. All first time borrowers must are subject to a 30-day delay before they receive loan funds, meaning Sept 27th.

4.3 Committee Reports

4.3.1 Community Service: Julie Hecimovich presented a design for a Community Service banner. There was discussion about wording, Community Service vs. Scholarship Fundraiser. Julie will go back to the designers and also get new quotes on the price of a reversible banner vs. buy two separate banners. The money for the banner(s) will come from the Staff Council budget and not from any fundraising. Julie will send out an email with the new design before the next meeting for further discussion and a vote in September.

AVIVA Children Services – The drive is off to a slow start. The drive will end with the September 5th meeting. Please bring all donations. AVIVA is being hit hard by the economy so please get the word out. Flyers are being put into the All College Day packets.

4.3.2 Bylaws Amendments: Gail Fritz presented two amendments to the bylaws.
Amendment proposed to section V. Officers. Changes to the wording to clarify vice chair and past chair positions. Motion to accept was given and seconded. Vote passed.

Amendment proposed to section III. Membership.

- Proposed to limit membership to twelve month regular staff in order to provide continuous representation throughout the year. There was concern that this excluded those wanting to serve but it was suggested to incorporate wording to require representatives to send a substitute. Voted down as worded with suggestions to explore verbiage for full time representation.
- Change the title of the Liaison to reflect the current title. Passed
- Add the position of Note Taker. This would be a non-voting position. Other criteria were discussed. The term would be for one-year and step progression hours would be earned. There was a motion to vote on the non-voting position idea which passed. The amendment will need to be re-worked to incorporate the term length and earning of step progression hours and come back for a vote.

5. Open Forum/Questions

- The question of employees being prevented from taking their breaks by their supervisors was discussed and the employees are advised to speak with their supervisors. Non-exempt employees are allowed one 15 minute breaks during each half shift.
- How do Staff Councils Representatives account for their time during the summer when the work day begins at 7:00am but Staff Council meetings do not begin until 8:30am? If the representative does not first report to work, vacation time should be recorded on the non-exempt time sheet.
- Moving sick time to vacation time. Can the window be widened and can Human Resources send out reminders to employees as their anniversary date approaches. The window is currently 15 days before and 15 days after the employee anniversary date giving a window of 30 days. It is the employee responsibility to remember this benefit and their anniversary date.
- It was proposed that the position of treasurer be added to the officers for Staff Council. It was felt that better knowledge of the Staff Council budget would be advisable. Staff Council receives money from the general fund each year and spending is a minimum. It was decided to review budget reports provided by the Liaison for the next few months and visit the proposal at a later date.
- Can undocumented students receive scholarships? They currently pay out of state tuition. This is a question for the Foundation.
- Non-exempt employees who do work at home should document it. According to the non-exempt employee personal policy statement, non-emergency overtime must be preapproved by one’s supervisor.
- The question of the “Work at Home” computer software discount was introduced again.

6. Adjournment – The next meeting is Friday, September 5th at Community Campus TV Studio.