MEMBERS PRESENT: Delso Bosquez, Evelyn Brown, Shari Dill, Shawnee Hanzlick, Julie Hecimovich, Michele Rorabaugh, Lucy Schubert, Joan Warfield, Rosa Whaley, Wendy Dosch, Dave Gittings, Rita Ladd-Carpenter, Susan Martinez, Prisilla Mata, Robert Ramirez, Laura Rutkoski, Robert Teso, MaryAnne Wilson, Suzanne Blackburn, Robert Swindle, Holly Tackett, Gail Fritz, Cliff Shuttleworth, Bret Bednarz, Marjorie Crook, Susan Kramer, Carol Carder, Terrie Fisher. Guests: Dr. Suzanne Miles, Michael Tulino, Lynn Wakefield, Dr. Suzanne Miles, Michael Tulino, Eric Welch, Diane Miller, Jason Stone

EXCUSED ABSENCE: Michael Ochotorena, Margaret Medina, Hector Acosta, Alejandrina Bravo, Carrie McLaughlin, Mary Lou Rosas, Eric Welch, Diane Miller, Jason Stone

UNEXCUSED ABSENCE: Danielle Beardsley, Carmen Turner

1. GENERAL MATTERS
   1.1 Introductions
   Bret Bednarz, NW representative, has taken a position at East Campus so has relinquished his place on Staff Council to Susan Kramer.

   1.2 Agenda Modifications
   Commander Amado was unable to attend the meeting so item 2.4 Security will be moved to the November meeting.

   1.3 Approval of September 2008 Minutes
   The September minutes were approved.

   1.4 Announcements
   Eric Welch from District has resigned due to health issues. Because there are only two meetings left this year, and Eric’s term would expire in December, there were no objections to replacing Eric through the annual election process.

2. BUSINESS

2.1 Public Comment and/or Questions
   No public comment.

2.2 Provost Report: Dr. Suzanne Miles and Michael Tulino
   - State Budget: The state is in a projected deficit of between 800 million dollars and 1 billion dollars which will have a major effect on Pima College. There is worry about mid-year budget cuts.
   - Governor Napolitano has, by executive order, established a Community College Council whose membership will include all the chancellors of Arizona’s community colleges. There will be two trustees appointed, one from a college with less than 5,000 full time employees (FTE), the other from a college with over 5,000 FTE. And there will be two or three openings for business people from around the state.
   - Institutional Climate Survey Process: The Institutional Climate Survey can be completed online or a hard copy can be requested. All employees are encouraged to complete this survey. It will include responses from employees, students, community members, and
community leaders and results will be anonymous. It is hoped that survey results will be completed by end of November.

- **Other Issues:** The August 15th last minute request to stay open late was brought up because although it was supposed to be offered on a volunteer basis, some were not allowed to “volunteer” but were told there was no choice. The short notice seems to be the biggest complaint. Dr. Miles apologized about the short notice and agreed to look into the circumstances.

- **Audit Process/Admissions & Registration:** Registrar Michael Tulino joined Dr. Miles to address the audit process and admissions and registration. He spoke about the changes to the Board Policy (BP), the Standard Practice Guides (SPG), and the Regulations (REG). First the Audit Grade Process was explained and then he addressed the BP, SPG, and regulations regarding the Admissions and Registration process. The documents were brought before Staff Council, Faculty Senate, and the Chancellor’s Cabinet, before being posted for public comment.

2.3 **Liaison Report:** Lynne Wakefield

- **Non Exempt as Adjunct Faculty:** There is no regulation that prevents an employee from being an adjunct faculty; however the federal law requires that non-exempt employees be paid overtime at employee’s current position rate. This can be very expensive to the College. There was a question of back pay and the fact that some adjunct salaries for some areas are greater than non-exempt overtime rate. AVC Wakefield did not want to comment without looking into each situation with specific details.

- **Applicant Tracking System:** Human Resources is working toward computerizing the application process with applications that can be completed online, electronic submission of applications and resumes, and electronic feedback.

- **Adjunct Faculty Fair:** There will be an Adjunct Faculty Fair on October 23rd at Downtown Campus.

- **Acting Positions:** A question was asked why when in an acting position employees are not allowed to apply for the position laterally (opportunity for transfer). The reason is that the employee is tagged to the lower (home) position and cannot apply for transfer unless the home position is equal or higher than the acting position. The acting position is only temporary. It was suggested to bring the issue up to an AFSME or ACES representative, as a possible meet and confer issue.

2.5 **Staff Council Budget Summary:** The beginning budget this year was $1,500. As of September 12th, we have spent $94.50. Our available balance is $1,405.50.

3. **EMPLOYEE REPORTS**

3.1 **AFSCME – no report**

3.2 **ACES – ACES Report:** The membership of ACES is now 201 exempt staff of 339, or 59%.

   The big Community Service event ACES holds each year is the **Oktoberfest BBQ**. The proceeds of the BBQ’s go to the families of deployed DM soldiers families for holiday food baskets. ACES has been the top contributor to this event for the past three years. For more information, contact your campus representative or Cindy Dooling, IT Client Services, 206-4651.

   The exempt staff professional development funding began with a balance of $60,000 this fiscal year. Last year over $132,000 was awarded. As of Sept 29th, all $60,000 has been committed.
4. Council Reports

4.1 Board of Governor’s Report:

- **Jack Mertes:** Chairperson Stewart presented Jack Mertes with a plaque and congratulated him for many years of service as a faculty Board of Governor’s representative.

- **Chancellor’s Report:** Two real estate professionals presented information about the national and local history and future of our real estate market. They felt that it was not as bad as the media presented it. Homes are selling in Tucson, but not at a frantic pace. There are strong areas but there are challenges. They expect the next 18 months to be difficult. This affects the College because a large portion of our operating revenue comes from property taxes. The College is looking at other ways to generate revenue.

- **Enrollment:** Enrollment is up 6% in FTSE with the EC growing 8%, NWC 11%, DVC 8%, CC 13%, WC 3% and DTC is flat.

- **Jobs:** Growing jobs will be a key factor in our community’s economic health.

- **EC Health Clinic:** The Board discussed the feasibility of a health clinic at the East Campus. It would be located off the library and community room. Overall, staff, faculty, and students responses were positive. They believe that this would give many people better services and greater convenience by providing access to affordable health care, especially with regards to bus routes. Some concerns were the cost, (best way to allocate funds in a tight budget?) lack of space, parking limitations, and potential disruptions from clinic visitors. The Board passed a motion to go out for a Request for Proposal (RFP).

4.2 Campus/District Reports

- **West Campus –**
  - October 3 - 7:00 p.m., 4th at 2:00 and 7:00 p.m., and 5th at 2:00 The Center for the Arts is showing its last weekend show of *A Thousand Cranes* at the Proscenium Theatre.
  - October 5 - 3:00p. m. *If Emma Had Practiced* Janne Irvine performs a musical story based on Jane Austin’s novel
  - October 9 -7:00 p.m. Paloma Winds Concert.
  - October 21 - 7:30 p.m. Winds Ensemble Concert
  - October 23 - 7:30 p.m. Chorale and College Singers
  - Oct 16 - WC Health and Safety Fair noon till 5:00pm
  - Oct 27-Dec 5 - Natural Selections: Jim Waid Paintings in the Louis Carlos Bernal Gallery

- **East Campus –**
  - October 9 - Lecture Under the Stars-Mars Lander 7:00pm - Outdoor Learning Center
  - October 21- Solar Job Fair 6:00-8:00pm - Career Center
  - October 21&22 - Solar Tour Trailer (open to the public) 9:00am-9:00pm - TBD
  - October 29 - ACES BBQ for Families of the Troops 11:30am-1:30pm - Library Courtyard
  - October 31- 4:00 until 7:00pm. Safe Halloween – SC to sponsor cupcake walk – volunteers get step progression hours. Contact Cliff Shuttleworth at 206-7895.

- **Northwest Campus –**
  - October 15 - Earth Science Day 9:00am-1:00pm on the 2nd Level
  - Oct 15 - NAU Transfer Day 10am-2pm - room A207
  - Oct 24-Dec 19 - Student Massage Clinic Fridays at 2:20 and 3:30. These one hour massages are open to the public for the cost of $20.00 ($10.00 for PCC employees and students). Call 206-2062 to make an appointment.
  - Oct 25 - Helping Hands in the Community Event Trunk O’ Treat Northwest YMCA on
Shannon Rd  5:30-8:00 pm
• November 8 - 10 a.m. to 4:00 p.m. The NWC will be celebrating their 5th Birthday Party. The Kitchen Musicians will be the headliners. There will also be golf demonstrations, NWC/YMCA pancake breakfast, art, poetry and dance performances, faculty and staff showcases, food and craft vendors, the Pima Council on Aging will also be on board.

- **District Office** –
  • October 31- deadline for Exempt employees’ initial submission of the Step Progression Plan to supervisor.
  • District Financial Aid is finally calming down. There will be deadlines for submission of paperwork and the dates will be publicized, as soon as spring. If a student does not meet the dates, there will be no guarantee financial aid will be available when classes begin and the student will need to make arrangements for tuition payment.
  • Federal Work Study is open to any student with unmet needs. The Federal Work Study website is student driven. Students can look for jobs under their MyPima Account, at the “At Work” tab. Questions should be emailed to: FWS@pima.edu.

4.3 **Committee Reports**

4.3.1 **Community Service:** Julie Hecimovich

1. **AVIVA School Supplies Drive:** Representative Bonnie Demorotski from AVIVA Children’s Services sent her heartfelt thanks and a final report from the August drive. $200.00 was received in cash and another $190.00 worth of Target gift cards. 25 filled backpacks with a total value of $625.00 and another $3157.00 worth of supplies were received for a total contribution from PCC of $4172.00.

2. Banners Update: Robert Swindle is getting a price quote from a local company he deals with. The owner had a family emergency, so the issue will be brought forth at the November meeting.

4.32 **By Law Amendments**

Proposed amendments to the Staff Council bylaws were presented at the October 3, 2008 Staff Council meeting. Representatives are asked to read the proposed amendments (link attached) and be prepared to vote at the November 7, 2008 Staff Council meeting. Highlights are provided here:

1. **For entire document** - due to the approval of the Note Taker position:
   • Note Taker has been added to Membership (III-B) along with information regarding how one is elected to this position.
   • All instances where the word “representatives” has been used to indicate the entire council have been changed to “members”.

2. **Membership III**
   • Letter B: Responsibilities of members are clarified.
   • Letter C is added, to inform members regarding use of participation for step progression.
   • Letter E: Non-Voting Participation, Past Chair is added; Faculty Senate rep and Student Government rep are deleted.

3. **Meetings IV**
   • Letter B, Agenda: number 3, delete repeated phrase.
   • Letter C, Attendance: non-attendance is defined, and consequences clarified, both for members and officers.
• Letter D, Voting: number 3 added to inform of substitute being authorized to vote in place of member.

4. **Officers V**
   • Delete Past chair from list of elected officers and add wording to indicate that this office is assumed by previous chair.
   • Add Note Taker to list of officers and list duties of this position.
   • Add length of term beside each position, whether one or two years.
   • For Chair, Vice-Chair, and Secretary, update list of duties to reflect current practice.

5. **Nomination and Elections**
   • Last Paragraph: add wording regarding replacement of resigning members with - “the person with the most votes from the most current election”.
   • October 1st the ballots were sent out. We will collect nominations until October 10th. Ballots are due back November 7th. November 13th the ballots will be counted. November 18th the candidates will be notified. December 5th at the Staff Council Meeting the candidates will be announced.

4.4 **December Meeting Format**
   It was voted that the December 5th meeting will be a breakfast meeting this year. Location will be determined at the November meeting.

5. **Open Forum/Questions**
   ▪ Last year Chairperson Gail Fritz spearheaded the organization on a volunteer day at the Community Food Bank. She asked for a volunteer to organize the event this year.

**Adjournment** – The meeting adjourned at 10:20 a.m. The next meeting is Friday, November 7th at Community Campus TV Studio.