Staff Council Meeting
Friday, November 7, 2008, 8:30 – 10:30 am
Community Campus – TV Studio

MEMBERS PRESENT: Delso Bosquez, Evelyn Brown, Shari Dill, Shawnee Hanzlick, Julie Hecimovich, Joan Warfield, Hector Acosta, Rosa Whaley, Dave Gittings, Susan Martinez, Carrie McLaughlin, Robert Ramirez, Mary Lou Rosas, Robert Teso, Carmen Turner, MaryAnne Wilson, Suzanne Blackburn, Holly Tackett, Gail Fritz, Cliff Shuttleworth, Marjorie Crook, Carol Carder, Diane Miller. Guests: Dr. Roy Flores, Dr. Suzanne Miles, Lynn Wakefield, Commander Manny Amado, Arlene Muniz, Barbara Byrnes, Michael Gonzales

EXCUSED ABSENCE: Michele Rorabaugh, Lucy Schubert, Danielle Beardsley, Wendy Dosch, Rita Ladd-Carpenter, Prisilla Mata, Laura Rutkoski, Susan Kramer, Jason Stone, Terrie Fisher

UNEXCUSED ABSENCE: Alejandrina Bravo, Michael Ochotorena, Margaret Medina, Robert Swindle,

1. GENERAL MATTERS
   1.1 Introductions – introductions were made
   1.2 Agenda Modification – no agenda modifications
   1.3 Approval of October 2008 Minutes – the October Staff Council minutes were approved
   1.4 Announcements – This will be Shari Dill’s last meeting. She has taken a position at Downtown Campus. Congratulations Shari on your new position

2. BUSINESS
   2.1 Public Comment and/or Questions – no public comment or questions
   2.2 Provost Report: Dr. Suzanne Miles
      • 40th Anniversary: The 40th Anniversary of Pima Community College will be celebrated during 2009. The official kick-off event planned for Saturday, March 7 will be a Torch Race from each campus and District Office to the West Campus. Other events are being planned including a PCC Foundation function. Dr. Miles gave Staff Council member the new 40th Anniversary hats. It was suggested that everyone bring his or her hat to the December meeting for a group picture.
      • New AVC for Marketing: Rachelle Howell is the new AVC for Marketing. Dr. Miles suggested that she be invited to the January or February Staff Council meeting.
      • TRIPS: Dr. Miles recently made two trips. She joined an eight-person team from PCC at the Higher Learning Commission Workshop focused on Student Learning Outcomes (SLO). The College is way ahead of the game nationally. The standing committee chaired by Dr. Bia has done an excellent job and Pima is being looked at as a leader for ideas and things that the College has implemented. Dr. Miles commended the subcommittee and suggested attend any of the SLO workshops that are being held around the College. The second trip was to attend the American Community College Trustees Association. Dr Miles and several others in attendance came away with the fact that PCC has to do a much better job on recruiting and keeping males. It is a nationwide problem and includes all males across the demographic board. Pima needs to examine at best practices and the College will be looking at new programs to pilot in this area.
• **Accreditation:** The NCCA has asked the College to identify possible dates for the re-accreditation visit. This will be a three-day visit by the accreditation team. It is hoped that the visit can be scheduled for early September 2010. All employees are still encouraged to attend the on-going accreditation workshops. Contact Carrie McLaughlin (206-4522 or cmclaughlin@pima.edu) to register.

• **State Budget:** The State budget is very bleak. Turned this topic over to the Chancellor.

2.3 **Chancellor’s Report:** Dr. Roy Flores

• Dr. Flores was able to attend the November Staff Council meeting. He addressed the State budget and the economic outlook. There is a 1.2 billion dollar shortfall in the 9 billion dollar state budget. We lost 17% or 3.9 million dollars in funding going into this year. The Chancellor does not expect the College to come though unscathed this year. Part of the problem is that we are half way through the fiscal year and it will be a challenge to find discretionary funds to return to the State. Last year 16% of PCC operating budget came from the State this year it is down to 9%.

• A larger part of PCC funding comes from property tax, half from new growth and half from existing property value. Both of these areas are being affected by the current economic climate. Growth has slowed and property values have dropped.

• The Chancellor acknowledged that the College is facing challenges. The increase in enrollment, while a good thing, does not really help, as tuition does not completely cover the cost of education and with the State budget shortfall FTSE funding decreases even as enrollment increases. A hike in tuition is likely but tuition increases alone cannot make up the deficit from losses of State revenue and property taxes.

• Dr. Flores stressed that it is important to protect the core of the College mission, instruction; the College as a path for transfer to universities for higher degrees or direct employment through occupational programs. There is too much remedial work done at the College at a cost of around 20 million dollars that could be used to develop more occupational programs and more options for transfer. It is important to take the long-term view. The question was asked as to what the College was doing. At this point it is not known what the hit to the College will be. There are resources that can be tapped that will have minimum impact on employment. It means that employees may be doing few things but it won’t effect employment. There will be less travel and other measures will have to be taken. The College will explore other sources of income, i.e. grants and the private sector. The College will be taking the longer view, a more conservative view.

• The Chancellor was asked about the impact on student loans and financial aid and although he deferred to the financial aid experts, Dr. Flores did talk about the reauthorization of the higher education act just signed by President Bush does mean that there will be steady increases in financial aid for the next five years. Student loans are a trickier call because the financial institutes have been hit hard but the Chancellor believes that our students are not facing difficulties at that level.

• The Chancellor also encouraged everyone to get a flu shot.

2.3 **Liaison Report:** Lynne Wakefield

• **Employee Assistance Program** – Lynne distributed brochures on the new Employee Assistance Program. The new provider offers, among other services, financial counseling and basic legal services, elder care and reimbursement for taxi fare if you participate in too much holiday cheer and need a ride home.

• **Non-exempt Long-term Education Benefit:** As part of the meet and confer process last spring, non-exempt employees have the opportunity to participate in the long-term educational benefit. A letter of interest signed by your supervisor is the first step. Criteria will include that
you be a full time regular employee, that you have permission from your supervisor, and that
you already be enrolled in the educational program. More information will be included in the
next @Pima News.

- **Tax Deferred Annuity:** In order to meet new Internal Revenue Service regulations affecting
employers offering 403(b) supplemental retirement plans, Pima Community College Board of
Governors approved a new 403(b) Plan. The College is scheduling informative 403(b)
presentations. Please plan to attend one of these meetings.
  
  Friday, November 14                9:30-11:30 am  District Office - C105
                                     2:00-4:00 pm  Northwest Campus - Room A207
  Friday, November 21               9:30-11:30 am  West Campus - Cholla Room, AG01
                                     2:00 -4:00 pm  East Campus– Community Room

2.5 **Security Report: Commander Manny Amado**

- **Emergency Response Plan:** The emergency response plan has been completely reworked to
be more user friendly. The manual for the original plan was several inches thick but the plan
was streamlined. Each campus has (or will have) an emergency management team and a
campus action team (CAT). CAT team training will be held at each campus followed by mock
evacuation drills. The question of a Virginia Tech type situation was addressed. In the case of
an on site shooting, the action becomes a lock-down rather than an evacuation. Further training
including tabletop exercises will be held with members of the CAT teams to address this type
of emergency. Commander Amado spoke on the issue of identifying students who might
present a risk, students who threaten or obsess about violence whether verbally or in writing
and the sharing of student information.

- **Campus Safety Issues:** Specific campus/location concerns were brought forward and
possible solutions suggested. Desert Vista has a concern about car theft and break-ins while
District Office is concerned about people from neighboring businesses using break rooms
including eating people’s food from the refrigerator, using the bathrooms and the telephones.
Where is the line when it comes to being a public institute and abuse by the public?
Commander Amado urged each location to take ownership of their property. Each location
needs to set its own boundaries and to post signs as to what is allowed and expected. Campus
Watch was discussed and getting involved was encouraged. The programs seem to be most
successful where students have taken a leadership role or been involved the program.

3. **EMPLOYEE REPORTS**

3.1 **AFSCME** – given by Arlene Muniz:

- The non-exempt paid educational leave benefit is ready to be rolled out. The first step will be
to submit a letter of interest. Watch the @Pima News for the details. The criteria for selection
may include years of service and/or where a person is in their educational program.
- Concerns about the state budget and its impact on employees will be discussed with the
  Chancellor.
- Concern was voiced about the policy that does not allow someone in an acting position but
  whose home position is lower to apply for the position as a lateral. AFSCME has been trying
to change this through Meet and Confer for several years. Arlene suggested that employees
email her with this concern or any other concern that they would like AFSCME to bring
forward for Meet & Confer.

3.2 **ACES** – submitted by John Fulginiti

- ACES has two new officers on its Board of Directors. Cindy Dooling, IT Director, is the new
  President-elect, and Brian Basgen, IT Systems Security Architect, became the new
4. Council Reports
4.1 Board of Governor’s Report: October 8, 2008 Meeting

- In public forum, a student brought up the difficulties she has had with financial aid. She had done everything according to a College counselor and it was found out they informed her incorrectly. She was expecting a check and that check did not arrive. She will continue by finding a way to pay for this semester’s classes but she is adamant about finding a way that this does not happen to anyone else.

Chancellor’s report:
- Two community foundation members spoke about their respective organizations. They spoke about wanting to partner with Pima, what their strengths were, and what their priorities were. Monies come from individuals and agencies and it is dispersed to social services or educational causes. The Community Foundation of Southern Arizona would like to align themselves with our strategic plan and wants the community to support the initiatives. Scott Stewart mentioned that Pima staff could receive credit for Step Progression Plans by donating time to any of these organizations.
- The second topic was the economic condition of the College. He is focusing on the underlying fundamentals, not the day-to-day processes. He will be asking Arizona State Retirement System about Pima’s portfolio. This economic downturn will mostly likely affect our contributions. We will wait and see how the State’s economic conditions change.
- A summary of the Higher Education Reauthorization Act was given. It’s been signed into law but the specific rules have not been written. There are reporting requirements, Pell Grant increases, information about Veterans, simplified financial aid processes, dual enrollment and more. There are opportunities for our College and the possibility of new programs and states must maintain certain support requirements for community colleges.
- There will be a change in the 403B vendors the College uses as of January 1, 2009. Information will be forthcoming.

4.2 Campus/District Reports
- **Northwest Campus:** The Northwest Campus Fest celebrating 5 years of service will be Saturday, Nov. 8 from 10:00am-3:00pm
- **Phi Theta Kappa Fund Raiser:** Alpha Beta Chi, PCC chapter of the international honor society, is joining other chapters from around the state to raise money to provide fresh drinking water to a Sub-Saharan African village. In exchange for a $2.00 donation, PTK is offering “Smenciles,” gourmet scented pencils made from recycled newspapers. Contact person in Staff Council is Marjorie Crook.

4.3 Committee Reports
4.3.1 **Community Service: AVIVA School Supplies Drive:** Barbara Byrnes shared an article from the AVIVA Newsletter which commended Pima Community College for their continued support. Over the past five years, 61,000 items have been donated by PCC
through the Staff Council back-to-school supply drive. The article went on to say that even though Staff Council representatives change from year to year, the commitment to provide school supplies for the children served by Child Protective Services (CPS) continues.

4.3.2 Bylaws Amendments: The bylaws have been updated to correct some errors from previous years, to bring the bylaws in line to reflect the new note taker position, and to better describe the duties and responsibilities of officers and members. A vote was taken and passed to accept the revised bylaws.

4.3.3 Election Committee: November 7th was the last day to vote for representatives and the new note taker position. The election committee will meet on Nov. 13th to count votes. Results will be announced on the location level the week of the 17th.

4.3.4 Staff Council Banner: There has been no update regarding pricing for the banner that Staff Council has voted to procure so a vote was taken to move ahead and order the banner through Media Production. The vote passed. Julie Hecimovich will move forward on ordering the banner.

4.4 December meeting format: The December 5th meeting will be a catered breakfast meeting held at Community Campus in A109-112. There is $350.00 that can be used for hospitality. A gift exchange with a $10.00 limit will be part of the festivities.

5. Open Forum/Questions: Nothing brought forth

6. Adjournment – The meeting adjourned at 10:40am. The next meeting is December 5 at Community Campus Rooms A109-112.