Staff Council Meeting
Friday, January 9, 2009, 8:30 – 10:30 am
Community Campus – TV Studio

MEMBERS PRESENT: Delso Bosquez, Evelyn Brown, Mike McGuire, Shawnee Hanzlick, Teresa Guy, Michele Rorabaugh, Hector Acosta, Carol Munoz, Wendy Dosch, Norma Gutierrez, Carrie McLaughlin, Hal Melfi, Mary Lou Rosas, Laura Rutkoski, Christie Sexton, Sharon Sinibaldi, Robert Teso, Margie Torres, MaryAnne Wilson, Manny Durazo, Tim Kelliher, Cliff Shuttleworth, Marjorie Crook, Ed Gallagher, Carol Carder, Darlene Godoy, Jason Stone.

Guests: Doreen Armstrong, Stan Steinman

EXCUSED ABSENCE: Margaret Medina, Joan Warfield, Holly Tackett, Barbara Byrnes, Terrie Fisher, Lucy Schubert

UNEXCUSED ABSENCE: Michael Ochotorena, Robert Ramirez

1. GENERAL MATTERS
   1.1 Introductions
      Introductions were made.
   1.2 Agenda Modifications
      Item 2.6 “Fund Raising Banners” was added to the agenda.
   1.3 Approval of December 2008 Minutes
      The December 2008 minutes were approved with the following change: Wendy Dosch will be listed under “members present.”
   1.4 Announcements
      Staff Council expressed thanks to Human Resources for providing breakfast at the December meeting. Carol Munoz is the new representative for Desert Vista campus. Lorraine Dischinger was selected as alternate Note Taker following Sylvia Ortega’s resignation from the position.

2. BUSINESS
   2.1 Public Comment and/or Questions
      There was no public comment.
   2.2 Provost Report: Stan Steinman for Dr. Suzanne Miles
      Dr. Miles conveys her appreciation for Staff Council’s contributions last year. The legislative session starting Monday will include Governor Napolitano's final state-of-the-state address before she returns to Washington D.C. for confirmation as Secretary of Homeland Security. Secretary of State Jan Brewer will serve as governor in her place. This legislative session will be tough. The legislature won't consider any bills until they have dealt with the $1.2 billion budget deficit for the current fiscal year.

      West Campus hosted a breakfast reception last Tuesday for members of the Pima County delegation and gave them a tour of the College’s health care training facilities. They were impressed by the breadth of the health care programs as well as the costs for their equipment. They also understand the importance of these programs to the community.

      The Chancellor and Board had a frank discussion regarding meeting college needs within the budget. State budget cuts are expected for this year and the following year. The future deficit is estimated at $3 billion. This legislature will have to cut $4-$5 billion from the budget. This is difficult when 70% of the budget is protected. Budget updates will be provided throughout the year. Stan extends his best wishes for the New Year.
2.3 **Liaison Report:** Doreen Armstrong

Arizona’s minimum wage increased 35 cents to $7.25 an hour, effective January 1, 2009. The US Citizenship and Immigration Services will issue a new I-9 form on February 2nd. Information on obtaining the new forms will be announced in @PimaNews. Training will be offered to introduce the new form as well as give instruction on filling out the form.

In July 2008 the Board of Governors approved changes to performance evaluation due dates. Evaluations for exempt employees will be due in January and non-exempt employees are due in February. Reminders of the dates will be announced in @PimaNews. Evaluation forms can be found on the College website under “Administration > Administrative Departments / Initiatives > Employee Services > Professional Development > Forms.” This is a good time for employees to look back on their accomplishments through the year and prepare for their evaluations by thinking about what they want to learn and accomplish.

Deer Oaks, the new EAP provider, provides a monthly topic on their chat line from 6:00pm - 3:00am during which a counselor chats with participants. The topic for January 21 is “Effective Goal Setting: Making Changes Stick.” For more information see their website at www.deeroaks.com.

Meet and Confer begins in January in accordance with BP-4001. Employees are invited to bring their concerns forward to the employee groups. Meetings for AFSCME on January 22 and ACES on January 29, at District Office C-228, will be announced in @PimaNews. Employees are welcome to attend a session and participate during the public comments segment.

Faculty recruitment is underway to fill 27 faculty positions plus three nursing positions. Applications are accepted for these positions through January 14. Training begins on January 12 for administrators and staff involved in faculty recruitment.

The Chancellor recently sent an email to all employees announcing a hiring freeze. Openings will be considered on a case-by-case basis whether, or not, to fill them by hire or transfer. A question was raised asking if the College had any success in attracting candidates to accept nursing faculty positions. The candidate pool for nursing instructors is improving. This may be affected by a decrease in medical business as people delay elective surgery. Medical professionals are becoming more interested in faculty positions.

2.4 **Q & A for New Members**

Staff Council is a forum to discuss items with the administration that aren’t addressed in Meet and Confer. Staff Council members are encouraged to bring items forward even if they aren’t sure whether the items are appropriate for discussion in Staff Council or should be referred to Meet and Confer. It’s important for representatives to deliver information here and bring it back to their constituents. The Northwest Campus produces a newsletter summarizing the council’s activities which is also shared with Staff Council representative for use on other campuses.

The number of representatives for each campus is equivalent to one representative for every 25 full-time staff equivalents (FTE). Each year the council organizes a major college wide fund raising event. The College administration presents proposed policies and standard practices for comment during meetings. Staff Council will elect new officers and a Board of Governor representative today. New members are asked to review their Staff Council Orientations provided in PowerPoint format.

The question was raised asking if Meet and Confer meetings are open to the public. No, they are only open to PCC employees. Employees are able to attend during work hours with their supervisor's permission.

2.5 **Officer Election:**
The Vice-Chairperson presented a review of the duties and responsibilities for the officer positions to be filled by election today. The Board of Governors Representative, a two-year position, is only open to members with two years available in their terms. The second BOG Representative, Holly Tackett, still has a second year to complete. The election results follow.

**Chairperson:** Nominees – Cliff Shuttleworth, Barbara Byrnes. Elected – Cliff Shuttleworth.

**Vice-Chairperson:** Nominees – Barbara Byrnes, Carol Carder. Elected – Carol Carder.

**Past Chairperson:** Gail Fritz by default.

**Secretary:** Nominee – Marjorie Crook. Elected – Marjorie Crook.


**Board of Governors Representatives:** Nominees – Christie Sexton, Margie Torres, Barbara Byrnes, Ed Gallagher. Elected – Barbara Byrnes. Runner up – Ed Gallagher will serve if Barbara declines.

2.6 **Staff Council Banners** – Julie Hecimovich presented the banners purchased by Staff Council.

3. **EMPLOYEE REPORTS**

3.1 **AFSCME** – Arlene Muñiz

AFSCME has engaged in budget discussions with Chancellor Flores since November. In October, AFSCME members Sylvia Ortega, Bob Wise, Mike Gonzales, Joe de la Rosa, and Arlene Muñiz traveled to Mesa to attend a meeting with Arizona legislators. Meet and Confer, beginning January 22, will address policy changes and budget issues. There were a few grievances addressed this year conducted according to policy. AFSCME supports professional development and compensation for employees and plans to address consideration of possible early retirement incentives. Employees are welcome to get in touch with Arlene by email or communicate through the AFSCME webpage at [http://www.afscmepcc.org/](http://www.afscmepcc.org/).

3.2 **ACES** – No report.

4. **COUNCIL REPORTS**

4.1 **Board of Governor’s Report** – Julie Hecimovich

November Board of Governors meeting: ACCT (American Community College Trustee Association) was attended by Richard Fimbres, Brenda Even, and Marty Cortez. In this conference online books and college readiness were the issues that the Board was drawn to. Other issues that were brought up included collaboration between K-12 and the Universities. These things are a lot of times expected to show the benefit of the community college to the community. Pima College is concerned about attracting and enrolling more male students.

The Board wishes to make sure the College’s budget is transparent to the community.

Chancellor’s report: PCC’s lobbyists outlined the state of the legislature. A deficit in the state’s budget of $1.2 billion will require further budget cuts. More conservative Republicans were voted into legislature in the recent election. This does not present a good outlook for educational funding. The Chancellor introduced Rachelle Howell, the new Assistant Vice Chancellor for Marketing.

Another issue the Chancellor spoke about was the decision support data. It’s a series of reports from student, financial, advertising, employment and other reports. It should tell us if we are moving in the right direction with what we are doing at the College.

Dr. Bea gave a financial report. The ASRS retirement system is one of the best in the nation, stable investments are being chosen. Vice-Chairperson Cliff Shuttleworth thanked Julie for her service in the position of Board representative.
4.2 Campus/District Reports
The Center for the Arts starts its spring season with the musical “Footloose” running from February 25 through March 8. February 25 is preview night. A special event called “80’s Night” is planned for opening night on February 26. Theater goers are invited to come in costume, enter contests and win prizes. Tickets prices are $18 for the public and $15 for staff, students and group rates.

Maintenance and Security announced that Mike Posey is the new Director of Operations and Construction.

East Campus began construction on a new health care clinic and will remodel a staff break room and enclose an outside patio to create the space. A lot of the work will be done in-house to lower the cost.

5. OPEN FORUM/QUESTIONS
Question: Has anybody mentioned anything about early retirement buyouts in response to the budget situation? Carrie McLaughlin will bring this issue to the attention of Dr. Miles. Doreen Armstrong informed the council that, during his presentations, the Chancellor invited employees to send suggestions forward.

Question: Should employees continue to work on their step progression plans? Doreen Armstrong reported that, at a recent district meeting, the Chancellor encouraged employees to continue with their plans. If no money is available in July for step increases, step progression plans can roll over to the next year. Whether subsequent plans would also carry over will be an issue for discussion during Meet and Confer.

Cliff Shuttleworth will bring information from the Safety Committee Meeting. The campus police department plans to give a presentation regarding awareness of and response to recent vehicle thefts from college property. Installation of security cameras for the parking lots is under consideration.

Cliff thanked all outgoing officers, as well as new members and officers, for their service. He announced the Election Committee will convene at the conclusion of this meeting.

6. ADJOURNMENT – Next meeting February 6, 8:30-10:30, CC TV Studio – C 102