Staff Council Minutes
Friday, February 6, 2009
Community Campus – TV Studio

MEMBERS PRESENT: Evelyn Brown, Mike McGuire, Shawnee Hanzlick, Teresa Guy, Rachael Eldridge, Michele Rorabaugh, Lucy Schubert, Joan Warfield, Carol Munoz, Wendy Dosch, Norma Gutierrez, Carrie McLaughlin, Hal Melfi, Robert Ramirez, Mary Lou Rosas, Laura Rutkoski, Sharon Sinibaldi, Robert Teso, Margie Torres, MaryAnne Wilson, Manny Durazo, Tim Kelliher, Holly Tackett, Barbara Byrnes, Cliff Shuttleworth, Marjorie Crook, Ed Gallagher, Carol Carder, Terrie Fisher, Darlene Godoy, Jason Stone.

Guests: Stan Steinman, Lynne Wakefield, Gwen Goodman, Rachelle Howell, Dawn Huntsinger

EXCUSED ABSENCE: Delso Bosquez, Michael Ochotorena, Hector Acosta, Gail Fritz

1. GENERAL MATTERS
   1.1 Introductions

1.2 Agenda Modifications
   A. Additional DO/MS resignation (4.3.C)
   B. Chancellor’s budget Q & A sessions (2.7)
   C. Special Election BOG Rep (2.8)

1.3 Approval of January 2009 Minutes
   Staff Council voted to approve the minutes for January.

1.4 Announcements
   A. Barbara Byrnes has accepted the position of BOG representative for Staff Council.
   B. Deer Oaks EAP awareness
      Staff Council members are invited to recommend the Deer Oaks EAP service to employees who may be under stress due to current economic difficulties. To learn more about Deer Oaks’ services, visit their website: www.deeroaks.com. User name: PCC, Password: PCC

1.5 Verify Council Roster Information (name, email, phone)
   Council members are asked to check the roster to see if their contact information is correct.

2. BUSINESS
   2.1 Public Comment and/or Question
      There were no comments or questions.

2.2 Marketing Report: Rachelle Howell
   Rachelle Howell, the new Asst. Vice Chancellor for Marketing, will assume the duties of Public Information Officer, replacing Dave Irwin who is now in community relations. Karen Lutrick is working to fill the writing position vacated by Geneva Escobedo who moved to East Campus.

   The Torch Relay and other events in celebration of the College’s 40th Anniversary are cancelled due to budget constraints; however, the Foundation still plans to hold an anniversary gala.

   Question: Will College catalogs be available in print? The absence of printed catalogs is a huge hindrance to the work performed by degree checkers. Marketing is working to improve the website to include access to archived versions of catalogs, intranet service for the College, and improvements to the search engine. A limited number of printed catalogs will be available upon request from the Marketing office. The catalog will also be available in PDF format online. Question: Will the College stop printing the schedule? Ms. Howell said the printed schedule of classes is a very good marketing piece for the community although the online schedule is more current. The College may reduce the number of printed schedules and activity books and mail postcards directing the community to our online schedule. Ms. Howell encourages employees to contact the Marketing Office with any thoughts or suggestions.
Marketing is working on a draft version of the outreach plan in support of the College Plan strategy to reach other markets. Technical issues will be considered before using other modalities (i.e. email, etc.) for outreach.

2.3 Provost Report: Stan Steinman for Dr. Miles
Stan Steinman represented Dr. Miles who is meeting with PCCEA this morning. DegreeWorks is a new program that offers web-based academic advising, degree audit, and transfer articulation tools to benefit staff and students. @PimaNews will announce future training sessions. Other institutions using DegreeWorks report favorable feedback about the software.

The Institutional Climate Steering Committee with Bill Scurrah, editor of the NCA self study, will provide a report of completed Institutional Climate Survey results in March.

Contracts and certification has a new webpage accessible from the College website: www.pima.edu/certification. It was pointed out that “Job Area” links which sends users to old contracts and certification information will be corrected.

A plan for redesign of student services areas has been adopted, per College Plan Initiative 3, and will greatly benefit staff and students. The new student services model will include triage and service levels 1-3 to pinpoint students’ needs. Students will be encouraged to use self-help facilities with assistance from staff. Question: Will the system remove “holds” that prevent students from doing things online? The M7 group is looking at ways to simplify “holds.”

There was a suggestion to drop classes that show a history of cancellation. Stan Steinman replied that the Vice Presidents of Instruction are charged with making the schedules more efficient to accommodate an expected increase in student enrollment due to higher university tuition costs. Students are frustrated about class cancellations, especially if they have already registered and bought books.

Enrollment has increased due to the current economic environment. Budget constraints in future years will be more stringent. The College has not been funded for growth in student enrollment for many years and growth costs the College money. Tuition dollars can’t make up for loss of state funds and lower property taxes. Nevertheless, the College can’t burden the students with large tuition increases.

Legislature update: The new legislative session has been addressing the $1.6 billion budget deficit. Statewide community colleges stand to lose $9 million which includes a $1.5 million cut to Pima College’s budget. Chancellor Flores, along with leaders from other community colleges in Arizona, will address the legislature on February 26th.

Question: How are state budget cuts impacting the Job Path program for students? Job Path gets its funding from many different sources and currently feels the impact of a decrease in county funds. The Provost’s office will work with Job Path, but there’s little help available to improve the funding stream. Question: Is the Arizona legislature talking about refusing federal stimulus money? Mr. Steinman predicted the state will keep any stimulus money that is offered.

2.4 Liaison Report: Lynne Wakefield
Ms. Wakefield distributed brochures on the College’s Employee Assistance Program (EAP) service. The EAP’s services are free and confidential and include legal and financial services in addition to counseling. They also help with finding childcare and eldercare. Employees may post questions on the online bulletin board and join an online chat room at www.deeroaks.com. The website can be accessed with User Name “PCC” and Password "PCC.”

Ms. Wakefield asked the council to remind supervisors that performance evaluations are due February 15th for exempt employees and February 28th for non-exempt employees.

Human Resources are implementing an online employment tracking system to allow submittal and review of job applications to take place online. There is a hiring freeze of staff positions and all open positions will be evaluated, using stiff criteria, to determine whether they are mission critical for student services or required by law to meet health and safety standards. HR is currently working to fill 26 faculty positions.

2.5 Employee Service Center Report (Benefits & Open Enrollment): Gwen Goodman
Gwen Goodman is the new director for the Employee Service Center (payroll and benefits). W-2 forms have been mailed.

Benefits Status
Tax Deferred Annuity Plans: @PimaNews announced three vendors for 403(b) retirement plans TIAA-CREF, Valic,
and Fidelity. Valic offers a 457(b) plan. These retirement savings are separate and distinct and are good tools to prepare for retirement.

**Dental providers:** There is no change in dental providers this year. United Concordia premiums will remain the same, EDS premiums may go up slightly.

**ASRS retirement:** ASRS funds are secure in a retirement fund that can't be accessed by the legislature. Staff Council is asked to reassure employees about this. Employee contribution rates will decline slightly. Increases will be 2/10ths of a percent in outlying years. **Question:** Is the ASRS so strong because there is no health care package attached to it? Ms. Goodman said retirees can get health care through ASRS at a rate of $500 per month minus a subsidy of $150.

**Flexible spending accounts:** ESC is looking for a new flexible spending account (FSA) provider since the contract with Sheakley will expire.

**COBRA:** The College will renew the contract for COBRA, a plan that provides medical premiums for 18 months to employees who leave employment with the College.

**Health care providers:** A Request for Proposal (RFP) was released to find health care providers that offer the best rate structures for the College. Open enrollment will be delayed this year to give the committee time to review the proposals. Dates for open enrollment will be announced.

**Question:** Where should leave donation forms be sent? How does an employee know whether donated leave was deducted from his leave balance? Forms to donate leave should be sent to ESC. Employees should call ESC to check if paperwork was received. A number of people may donate leave to one employee so there's a review process to make the leave donation equitable. Perhaps not all donated leave is needed. Leave balances are only reduced if leave has been used. The form specifies options to donate only to a certain person or use it for others. However, employees aren’t notified whether their leave was used. This is an interesting point to examine and may involve employee confidentiality issues.

2.6 **Safety Issues – Update to come in March**

2.7 **Chancellor’s Budget Q & A Sessions – Cliff Shuttleworth**

Budget question and answer sessions were presented by Dr. Flores, Dr. Miles and Dr. Bea on February 5. The sessions were videotaped and will be accessible online shortly. Dr. Flores reported that the College is addressing budget cuts by not filling vacant positions since 75% of the budget is dedicated to wages and benefits. The College will not commit to filling temporary positions after June 30. **Question:** Will the College consider asking employees to voluntarily reduce their work hours? The Chancellor doesn't want to pursue that option; neither does he want to reduce student services. Cutting back on work hours could lead to pressure to close a campus while four-day work weeks might lead to employee burnout. **Question:** Is there any advantage for the College if employees use annual leave? No, there is no benefit to the College. No retirement buyouts will be offered since they could lead to lawsuits. The administration is looking at long-term consequences of budget cuts and is not overreacting. While other institutions, like universities, have a different revenue stream, we are in a slightly better position. Dr. Flores was proactive with reducing costs which is very encouraging.

Mr. Steinman reminds council members to report any rumors regarding the budget to their supervisors to prevent the spread of inaccurate information. The administration is aware that the state economy will be in a downturn for quite awhile. Approximately 9% of our budget is affected by state funding. The College plans to utilize the website to expand services in addition to finding innovative ways to offer services.

2.8 **BOG Replacement: Special Election required**

Holly Tackett resigned her position as BOG representative. Vacated term ends December 2009. Current BOG Rep Barbara Byrnes will be able to help the newly elected representative. Representatives attend monthly BOG meetings, as well as pre-meetings that occur on the preceding Mondays during work hours. They present summary reports of Staff Council news to the BOG and BOG meeting news to Staff Council.

Nominees: Ed Gallagher, Delso Bosquez, Wendy Dosch, Hal Melfi, Laura Rutkoski, and Robert Teso. A vote was taken and Laura Rutkoski is the new BOG Representative.

3. **EMPLOYEE REPORTS**

3.1 **AFSCME - No report was presented at the meeting.**
3.2 ACES - No report was presented at the meeting.

4. COUNCIL REPORTS

4.1 Board of Governor’s Report for January 14
Chairperson Brenda Evan stated that the Board will not be able to issue employee raises this year. Julie Hecimovich was thanked for her service to the Board these past two years.

Chancellor’s report:
• The Chancellor announced that Dr. David Bea and his wife had a baby girl that morning.
• Debbie Gubernick reported on home schooling which ranks second, behind public schools, as a means to educate children. Reasons for home schooling: Public or private schools aren’t a good fit for the child, flexibility, and religious accommodation. Parents and children using home schooling are self-reliant, technologically adept, question authority and are open to ideas. Home schooling programs need access to lab-based science classes as well as reliable and accurate information about colleges and counseling. Scott Stewart asked for statistics on children who were home schooled. Ms. Gubernick did not have statistics, but Pima College may have limited statistics. Ms. Gubernick suggested that the College provide a home school liaison.

• We will have to wait and find out what happens at the legislative level. Pima finished 2008 on solid financial ground as reported in the comprehensive financial report.

4.2 Campus/District Reports
East Campus
ABC’s “Extreme Makeover: Home Edition” visited EC on January 28th and 30th in conjunction with an episode, to air in March, about building a new home for a Tucson family and to highlight The Red Cross Blood Drive. Construction continues on the new health care clinic.

Disney Internship representatives will visit East Campus on February 10th at Noon, West Campus on February 11th at noon, and Downtown Campus on February 11th at 4:00pm to promote their program for paid summer internships with housing which includes coursework taught by Disney professionals. It’s a wonderful experience.

West Campus
PCC Theater Arts presents the musical Footloose at the Proscenium Theatre February 25th – March 8th. Opening night on February 26th is “80’s Night!” Attend wearing 80’s attire to win contests judged by radio personality “Pork Chop” from 99.5 fm and Rachelle Howell. Staff are eligible for a $3 discount. Call the box office at 206-6986 for more information.

4.3 Election Committee Report
A. Community Campus – Margaret Medina resigns.
   Term ends: Dec. 2009
   Replacement: Rachael Eldridge
B. District Office – Alejandrina Bravo resigns.
   Special Election required. Results to be announced in March
C. District Office – Christie Sexton resigns.
   Special Election required. Results to be announced in March.

Ballots for the special election at DO/MS will be sent out Monday, February 9 to be returned to Laura Rutkoski by February 16.

5. OPEN FORUM/QUESTIONS
The March meeting will include planning for the annual fund raiser, choosing locations for summer meetings, and Cheryl House has been invited to update Staff Council on the PCC Foundation. Mary Lou Rosas and Carol Carder are making plans to update the Staff Council webpage. In the past, a bulleted summary of the meeting, taken from the Northwest Campus summary, was posted in advance of the approved minutes. It was decided that the newsletter could be used by campuses and areas to inform their constituents but would not be posted on the website.

6. ADJOURNMENT - Meeting adjourned at 10:30am.
Next meeting: March 6, 2009, 8:30AM – 10:30AM, Community Campus, TV Studio