
Guests: Dr. Suzanne Miles, Doreen Armstrong, Kate Walker, Dr. John Fulginiti, Dawn Huntsinger, Bonnie Demorotski

EXCUSED ABSENCE: Mike McGuire, Hector Acosta, Manny Durazo, Barbara Byrnes, Jason Stone, Gail Fritz

1. GENERAL MATTERS
   1.1 Introductions
   1.2 Agenda Modifications
      2.4 Kate Walker, Employee Benefits added
      2.5 Cheryl House, Foundation will not attend today
   1.3 Approval of February 2009 Minutes
      Staff Council voted to approve the minutes for February.
   1.4 Announcements
      No announcements

2. BUSINESS
   2.1 Public Comment and/or Question
      There were no comments or questions.
   2.2 Provost Report: Dr. Suzanne Miles
      Dr. Miles welcomed new council members and also offered congratulations to the women’s basketball team who will compete in the Regional Championship game Thursday, March 5 at 7:30 pm at the West Campus Gymnasium.

      The Institutional Climate Survey results and executive summary are posted on the College website on the homepage under “Spotlight.” Chris Tatham, representative from ETC, met with the Institutional Climate Steering Committee on March 5. Copies of the Executive Summary were distributed to Staff Council and will be shared with Faculty Senate as well. ETC will deliver their final report on March 27. The 700-page report will include survey results from four groups - community leaders, residents, students and employees. Hard copies of the final report will be available for viewing at each library, the Chancellor’s office, and office of Planning and Institutional Research beginning March 30. Bill Scurrah will incorporate this report into the draft Self-Study later in the spring. The number of survey respondents was extremely high; 203 community leaders (Board supervisors, mayor’s office, Southern Arizona leadership), 1,203 residents, 1,233 students, and 987 employees. These results will serve as baseline data. The steering committee recommends that the same questions be used again in 2013.

      The accreditation visit is scheduled for September 2010. Anyone who has questions may email them to Dr. Miles.
2.3 **Liaison Report: Doreen Armstrong**
Reminder: Some job openings are still available despite a hiring freeze. Employees are encouraged to check job postings online. Human Resources is implementing the test phase of a new applicant tracking system called Neogov. The first groups to be tested will be temporary employees, followed by the transfer/promotional opportunities. Human Resources are planning to offer an interest card that employees may submit if they are interested in specific future job openings.

Reminder: Employees must schedule their Cesar Chavez holiday between March 1-31.

The Benefits Committee’s first project is to review proposals from health insurance providers. Information updates will be posted in @PimaNews. One of the College initiatives is to create a wellness program for employees. A handout (draft) was provided listing wellness initiatives and incentives for employees.

The payroll dept is making changes to the tax tables as a result of the economic stimulus package approved by President Obama. Employees should see slight increases in their pay checks beginning March 20.

Meet and Confer is in progress for exempt, non-exempt, and faculty groups. Their proposals will be presented to the Board of Governors on March 11.

2.4 **Employee Service Center Report (Benefits & Open Enrollment): Kate Walker**
Kate Walker announced that open enrollment is scheduled for May 11-22 and will include informational meetings at various campuses. This will be a positive enrollment meaning everyone must submit paperwork. The Employee Service Center (ESC) and Information Technology are discussing the possibility of posting electronic forms online so people can access them early and submit via email.

The College sent out a Request for Proposal (RFP) for medical insurance providers this year. There will be no change in dental insurance providers. Medco was not part of the bid process either. Recommendations will be made at a special Board meeting tentatively scheduled for April 22. Question: Will there be any changes to the tier structure for family coverage? There is no answer at this time because the whole package is still under consideration. Question: Did the Flexible Spending Account go out for bid? That will probably change to a different vendor. Further questions may be addressed to the ESC.

2.5 **Foundation Report: Cheryl House**
Postponed

2.6 **AVIVA Children’s Services: Bonnie Demorotski**
Bonnie presented a plaque to Staff Council in recognition of their work on behalf of AVIVA. Staff Council’s efforts resulted in 600 backpacks filled with donated school supplies for needy children. With budget cuts to agencies, AVIVA will be asked to provide for even more children. The campus police toy drive was also a big boost to AVIVA.

2.7 **Summer Meetings**
In the summer Staff Council meeting go on the road. Members suggested the following locations for the summer months: West Campus in June, Desert Vista Campus in July and District Office in August. Summer meetings are held on Thursdays; an updated schedule will be distributed soon.

2.8 **Safety Issues Update: Cliff Shuttleworth**
Information regarding a revised plan for campus safety is not yet available and will be shared at a later meeting.

2.9 **Fundraiser Ideas**
Staff Council discussed ideas for this year’s scholarship fund raiser. The barbeques were quite successful last year. In the past, the donations were contributed to the College Foundation’s scholarship
fund, but other recipients may be considered. The council would like to consider fund raising events that are not as labor intensive as past events have been.

Carrie McLaughlin will approach Peter Piper Pizza about the possibility of partnering in a fund raising event. Other suggestions included a raffle, a dance, or a fund raiser through campus cafeterias.

A committee comprised of Sam McGlone, Carrie McLaughlin, Holly Tackett, Teresa Guy, Wendy Dosch, Shawnee, Hanzlick and Mary Lou Rosas will research fund raising possibilities. They will present their ideas to Staff Council in April. Things to consider are accessibility of events, estimated attendance, and who will ask local businesses for donations to support events. Perhaps a fund raiser could be held in August in conjunction with AVIVA’s school supply drive.

3. EMPLOYEE REPORTS

3.1 AFSCME

No report was presented.

3.2 ACES – John Fulginiti

Dr. Fulginiti presented the slide presentation that will be given to the Board of Governors on March 11. Highlights follow:

ACES Board of Directors: John Fulginiti, Ph.D., President, Cindy Dooling, President-Elect, Patsy June, Treasurer, Linda Cordier, Secretary, Brian Basgen, Representative, Bill Holmes, Representative.

There are 194 ACES members which are 57% of the Exempt staff population.

In 2008, ACES raised more than $6,100 by hosting Oktoberfest barbeques district wide. The funds were used to deliver holiday food baskets to the families of Davis Monthan Air Force Base military experiencing deployment.

Management Meet and Confer Topics FY 2008-09

MOUs (Memorandum of Understanding) signed: All performance evaluations for exempt staff will occur between January 1 and February 15 of each year (instead of using employee anniversary dates)

Recall – clarified status of externally funded employees when funds go away.

Meet and Confer accomplishments FY 2008-2009

- 3.7% lift salary increase
- Adjusted distribution of Professional Development and Educational Attainment funds to enhance employee choice
- Language revision on Career Development
- Standardized College process for denied leave for employees at maximum accrual
- Revised conflicting language in “Leaves and Holidays” for denied leave process (employees may elect payment under specific conditions)
- Clarified definition of Lead Work by specifying a formula to compute “two or more full time employees”

Proposed Meet and Confer Proposals FY 2009-2010

Proposals from Management Team

Topics included adjustments to –

- College Holiday schedule
- College process related to holiday/recess pay
Note –
- ACES has signed an MOU for the Holiday schedule
- The other proposal is currently under review and pending

Compensation Adjustments (not happening)
• Milestone Awards (10/20/30 year longevity)
• Add a step to the salary schedule
• Standardize pay rates for special assignments
• Revise process for acting assignments over 6 months
• Market adjustment for extraordinary positions
• Rollover Educational Leave Fund to a designated fund
• College reimbursement (not ACES funding) for exempt staff invited to represent the College at professional conferences

Step Progression Plan
Update Step Progression Plan (SPP) process, including:
• Bank step earned this year
• How many years will the College rollover the Step Progression Plan?
• How many Steps may be banked in the process?
• How to handle employees reaching top of the scale who have banked Steps?
• How to compensate employees who retire before SPP process returns?

Process and Procedural Adjustments
• Allow exempt staff to use College fitness centers – connection to employee wellness in College Plan
• Establish standardized guidelines for scheduling after-hours assignments (e.g. on-call duty, special assignments or teams)
• Revise documentation procedures for emergency leave buy-out
• Allow internships and exchanges with similar institutions and sabbaticals
• Adjust Cyclical Review procedures
• Adjust Position Review procedures

ACES acknowledges the “No Raises” position taken in the 1/14/09 BOG statement

Current economic factors:
• 0.1% Consumer Price Index (Jan through Dec 2008)
• Dynamic condition of housing, fuel, food, and transportation costs
• 0.005% increase from AZ State Retirement System
• TBD% Fringe benefit cost (RFPs in process) [April]
• 2.5% typical increase to staff members who earn a Step

4. COUNCIL REPORTS
4.1 Board of Governor’s Report for February 18: Laura Rutkoski
The Board recognized Dr. Raul Ramirez, Vice Chancellor for Community Relations, for recently being honored as a 2009 Ms. Rosa Parks Living History Maker. The 2009 honorees were selected by the National Association for the Advancement of Colored People (NAACP) and League of United Latin American Citizens (LULAC) for contributions made to the Tucson community.

Recently Chairperson Even and the Chancellor Flores met with lobbyists in Washington D.C. to discuss economics and education.

During a financial update, Chairperson Even, Chancellor Flores, and Dr. David Bea expressed their confidence that they are staying on top of the economic developments. The will continue to share updates with the College.

Chancellor’s Report:

Ron Shoopman, President of the Southern Arizona Leadership Council, spoke about his group which is committed to helping Southern Arizona succeed and grow. The group’s current focus is to raise awareness among the community and legislature on the critical importance of education to our infrastructure. We are living in a time when employees don’t move where the companies are, but rather companies move where talented employees reside. He said that current road blocks to growth include short legislative term limits and a lack of an overall understanding of the challenges the state is facing.

Joe Snell, President and CEO of the Tucson Regional Economic Opportunities, Inc. (TREO) expressed the need for Tucson to sell the region and help our economy by attracting more jobs. He has learned that companies willing to relocate are seeking employees with at least 4 years of education plus additional specialized training. Specialized program development would help fill the employment gap and improve our community through education, thereby encouraging companies to relocate here and hire from our workforce. Spending time with local companies would help them to grow.

Dr. Ramirez and Dr. Miles are closely exploring other educational partnerships as the College aggressively seeks private universities to help expand degree offerings and access for our students.

4.2 Campus/District Reports

Tucson Festival of Books
The Tucson Festival of Books will be at the University of Arizona mall on March 14-15 (free admission and parking). The event is a celebration of literature featuring appearances by prominent authors, readings, book signings, workshops, storytelling, and interactive booths. Everyone is encouraged to attend. The College will host a booth that features Adult Education students as story tellers and authors on Saturday. The focus on Sunday will be on the College’s 40 year anniversary with a highlight on special programs. Volunteers are needed to run the booth (hours applicable to Step Progression Plans). Please contact Jim Lipson 884-8628 at the Lindsay Learning Center to sign up for a two-hour shift.

Northwest Campus
The campus’s first Mardi Gras dance was held last month. Students got acquainted with majors offered at Northern Arizona University and Arizona State University at a “Love Your Major” event. The campus held a Happy 200th Birthday party for Charles Darwin and participants enjoyed birthday cake along with a presentation.

Upcoming events: 2nd Annual Southern Arizona Arts and Cultural Festival with the Greater Oro Valley Arts Council on March 14-15, Saturday 9am-4pm and Sunday 10am–4pm (free admission). The event, showcasing emerging artists, offers artwork for sale and an inflatable play land for children. Posters are available to Staff Council representatives.

West Campus
• The musical “Footloose” will be shown at the Proscenium Theatre March 6th – March 8th. The 80’s night contest was extremely successful with 64 people appearing in costume and ten prizes awarded. The ticket price for staff is $15.

• March 8 - “Mano a Mano – the Piano Faculty” Concert at CFA Recital Hall, 3:00 pm.

• March 10 - Wind Ensemble and March 12 - Chorale & College Singers Concert, both at Proscenium Theatre at 7:30 pm.

• Events in April will include “The Crucible” and other music and arts performances.

• Call 206-6986 for more information about events.

East Campus
Constance Strickland Student Life Coordinator brought in a jazz band for black history month. Fatima Wilson, Donna Martinez and Cliff Shuttleworth talked to Empire High School students during their Career Fair on March 5th.

Financial Aid Updates
The 2009-2010 year is up and running. Financial aid received approximately 2400 applications compared to 65 received last year. Applicants: 3 in 4 are females, 1 in 4 are males (1 in 2 males completed an admissions application). This illustrates the female/male ratio attending and/or completing college. The Chancellor and Provost have acknowledged an initiative to attract more male students to the College.

4.3 Election Committee Report
Staff Council resignations/replacements
A. District Office/MS
B. District Office/MS
   Replacement: Sam McGlone, Term ends: Dec. 2010
C. Community Campus – Mike Ochotorena resigned
   Pamela Lanser will complete his term.

5. OPEN FORUM/QUESTIONS
   Marjorie Crook will not be able to create a newsletter in April.

6. ADJOURNMENT - Meeting adjourned at 10:00am.
   Next meeting: April 3, 2009, 8:30AM – 10:30AM, Community Campus, TV Studio