Pima Community College

Staff Council Minutes
Friday, April 3, 2009
Community Campus – TV Studio


Guests: Cheryl House, Dr. Robert Riza, Lynne Wakefield

EXCUSED ABSENCE: Joan Warfield, Carol Munoz, Robert Teso, Margie Torres, MaryAnne Wilson, Manny Durazo, Tim Kelliker, Marjorie Crook

1. GENERAL MATTERS

1.1 Introductions

1.2 Agenda Modifications

1.3 Approval of March 2009 minutes
The March minutes were approved with the following change - Under 2.2 Provost report accreditation will be 2010 instead of 2009.

1.4 Announcements
Please email suggestions for speakers to Cliff Shuttleworth so he can invite them to the meeting.

2. BUSINESS

2.1 Public Comment and/or Question
No comment

2.2 Provost Report: Dr. Robert Riza for Dr. Suzanne Miles
Dr. Riza extended congratulations to the women's basketball team who finished third in the championships. Scholarship applications for the college funded Aztec Activity Award (previously called the Student Life Award) and the Pima Opportunity Grant (previously called the Financial Need Grant) are available online through the Foundation using the STARS On-line at http://scholarships.pima.edu/stars/. The deadline to apply is May 29th.

The full Institutional Climate Survey report is available at each campus library as well as at the Chancellor’s, Planning and Institutional Research, and Maintenance and Security Offices. The Executive Summary is on the website.

2.3 Liaison Report: Lynne Wakefield
Lynne Wakefield said that questions about the flexible spending account may be brought to Gwen Goodman, Director of the Employee Service Center. Open Enrollment is May 11-22.

Open staff positions include: Library Services Specialist, Trades Maintenance Specialist HVAC, Police Officer, and Sign Language Interpreter.

The Arizona State Retirement System gave a presentation on March 31st at the District Office. A copy of the PowerPoint was distributed. The retirement system is in very good financial shape. Once retirement has been awarded, it cannot be changed by the legislature. Current retirees will not be affected by any future changes. There will be a link in @PimaNews for more info. Based upon
interest level, the company can hold future retirement meetings. If your campus has a high interest level for holding a meeting, contact Lynne Wakefield.

2.4 Foundation Report: Cheryl House
Copies of the “Possibilities” newsletter were distributed. Cheryl provided an overview of the Foundation. Their Board of Directors’ membership includes community business people. College employees carry out the Foundation’s activities.

Toppie Burke is Executive Director of the Alumni Association. The Foundation Board grants authority to the Alumni Association to direct its operations. The Zoo Lights event introduces programs from the College and has been a big success for the last two years. Emails are another method used to reach Alumni. There’s a registration form on the website to sign up for email notifications and 900 people have registered. The Association is pleased with the acceptance received from the community.

The Foundation coordinates all fundraising activities for the College and works with individual campus events. They have relationships with donors and identify projects they would be interested in funding. The Foundation has a separate bank account with an asset base of $5 million. Endowment funding is held permanently and a portion of the interest is spent on scholarships. The Foundation manages monetary and property donations, accepts donations on behalf of the College, and gives acknowledgement to donors. Donations are tax deductible.

Funding is specifically directed to a program or a scholarship. There is an online scholarship application which Staff Council members are encouraged to view. Click on “Foundation & Alumni,” then “Foundation Scholarships.” Approximately 50 different scholarships are available and over 1,000 privately funded scholarships are awarded to students each year. The application deadline is May 29th.

An evaluation committee meets yearly to screen applications to award these scholarships. Contact Cheryl House if you have an interest in being an evaluator. The Foundation raises money for needs not covered by public funds. Donations have been used to update equipment for nursing and respiratory therapy. The Foundation is able to identify potential donors for campus needs.

Cheryl thanked the council for supporting the general scholarship fund through previous fundraising events. She shared a recent thank you letter that a student who benefited from our efforts sent to her office.

Question: Could they create a link on the website that says "scholarships" so it's easier for students to navigate? There will be a link in the spotlight section in May. The webpage link will be emailed to student development and the campuses.

2.5 Safety Issues Update: Cliff Shuttleworth
The Campus Police Department is working on a safety awareness campaign to address an issue with vehicle theft and vehicle break-ins. The campaign was put aside because of an investigation of bomb scares at East Campus. Cliff will bring more news next time.

3. EMPLOYEE REPORTS

3.1 AFSCME
Signed Memoranda of Understanding

Position Change Probation – Addresses employees on position change probation. If an employee is on a leave (unpaid or paid) the probation will extend to an amount equal to the leave of absence. This will allow the employee to take the leave without affecting his/her probation and the time needed in properly evaluating the employee.
Meal Periods – Language changed to better define the lunch period as time away from “job assignment”. This was becoming a concern with employees that take their lunch at their desks. Employees were being told that employees had to leave their work area. Employees may be allowed to stay at their work stations during lunch as long as they are not performing work assignments.

Holidays and Recesses - This language addresses an employee’s eligibility in receiving holiday/recess pay while on unpaid leave. If the employee does not have sufficient leave to cover the entire day not worked the day prior to or after the holiday the employee will not be eligible for holiday pay. *This language better clarifies the H.R. practice that is utilized in payment of holidays.*

Requesting and Using Annual Leave – Language was added to this policy so as to address supervisor’s responsibility in adjusting department coverage. *Problems occurred when employees were being asked to arrange for department coverage in order to take annual leave.*

Unsigned MOUs (still negotiating)

Transfer of Sick Leave to Annual Leave – Dropping language requiring employees to have 25 days of accumulated sick leave to make the transfer, bringing the non-exempt policy more in line with the exempt policy.

Requesting and Using Sick Leave – Dropping language requiring supervisor approval to use sick leave. Notifying supervisor in writing will still be in effect.

Selection for Internal Employee Hiring Process – Once again we’re pursuing the idea of allowing employees to apply internally for open higher positions within one level up in the department classification family. For example, student services technician (A13) to student services specialist (B23).

Bilingual Skills - We are proposing procedural changes to the current language which would eliminate the documentation of 10% of the employee’s work time in order to be recognized as a designated bilingual-skilled employee.

The forty-hour work week proposals are off the table.

3.2 ACES: John Fulginiti
There was no report. John Fulginiti will send information to be shared.

4. COUNCIL REPORTS

4.1 Board of Governors Report – March 11, 2009: Barbara Byrnes
Chancellor’s Report: Dr. Suzanne Miles, Jenny Scott and Dr. Raul Ramirez gave a presentation on the Articulation Agreements which provide access to bachelor’s or graduate degrees. They presented the purpose, process, value-added agreements, and highlights of a new articulation agreement with Bellevue University in Nebraska. They also showed the current list of Pima Articulation Agreements with baccalaureate granting institutions, and those institutions with whom articulation discussions are ongoing. Questions from the board included:

- How do we inform our students? – Response: Can inform current students and alumni through our website.
- Do we know the current number of students going through program? – Response: No we don’t know; institutions will provide yearly reports.
- Do we have any feedback? – Response: It is an informal process aka phone, email. They are working on a formal process and the institution will determine what information we will get.
Meet and Confer: AFSCME, PCCEA and ACES gave presentations.

AFSCME’s overview of proposals included new language and updates to the holiday schedule, including closing Friday at noon if December 24th falls on the weekend; new language regarding annual leave; transfer of sick leave to annual leave; request and use of sick leave; internal candidate ability to apply at one grade higher than own position before going to external; bilingual skills compensation – eliminate documentation of 10% of work time; change work week from 37.5 to 40 hours/wk; timelines regarding code of conduct – Corrective Action and Disciplinary Procedures and Grievance Procedure. Due to budget situation, there will be no monetary increase.

PCCEA’s overview of proposals included compensation; condition of work; faculty employment; aligning policy to current practice and common policy; and to look at Common Policy with the other groups (AFSCME and ACES). It has been five years since it was last reviewed.

ACES’s gave an overview of their activities from the previous year including the October Barbecue. In 2008 their barbecue raised $6,100 to support the families of the servicemen who are overseas for the holidays. Proposals for this group include language changes to emergency leave buyout and cyclical review as well as a clear definition of the practices and procedures for the “banking” of the step progression plan.

Financial report: Dr. David Bea gave a financial report indicating we are in good shape for the rest of year and assured the Board that he does not anticipate going over the budget.

Meeting adjourned at 8:40 pm.

4.2 Fundraising Committee Report/Vote: Shawnee Hanzlick

This year the Council was presented with ideas to consider that include partnerships with Chuy’s and Peter Piper Pizza as well as Sodexho, the College’s contracted food service provider.

- Staff Council would partner with Peter Piper Pizza (Silverbell and Speedway location) to receive 18% of the proceeds as long as sales exceed $500 over the weekend. The council would advertise in the Aztec Press and print coupons and flyers for distribution. Printing costs would be covered by the $1500 yearly budget.

- Sodexho is interested in working with the Council to identify certain menu items to feature on certain days and/or weeks during which we would receive a percentage of the proceeds. For example, Staff Council would get $1 from the price paid for a meal of a hot dog, chips and a coke.

- Staff Council could partner with Sodexho to hold a root beer float and ice cream social with Council members serving the ice cream. Fred Kartcher from Sodexho could work with vendors to see if they could donate food for the event.

It was suggested that offering a low cost lunch periodically at Community Campus would attract GED candidates and others who are on campus all day with few options for food. This could be a fund raising opportunity

There was a suggestion to have another barbeque. However, last time someone fronted the money of $600 for the barbeque. The Council’s net was $3800 after paying expenses. The Council could set a goal to raise the same amount of money as last year. Carrie McLaughlin said there’s another big event under consideration by the Chancellor’s Cabinet. The Council should wait to hear about this before voting on a big fund raising event.

It was suggested that a combination of events throughout the year that are easy to do. Fund raising activities provide an opportunity for people to get to know Council members.
The Council may request that scholarship donations be targeted toward specific programs with an eye on attracting more male students. It was suggested that scholarship money be designated for the trades and money could go to a book fund. Trades require a high school diploma which several people in Arizona do not have. The College’s three GED centers touch only a part of this population. In the Native American population, 50% of females and 90% of males drop out; 50% of Latinos drop out creating a large problem of “uncredentialed” individuals. It was suggested that a portion of the money raised be allotted for $90 GED testing scholarships. GED testing has an 82.2% success rate and begins a lifelong education process.

Discussion continued regarding the suggested fund raising events. Two events could be done - one outside in the community and one internally with students. The events with Sodexho will be considered for August and September. It was suggested to vote on the Chuy’s event and continue discussion during the May 7th meeting.

Council members voted to have a fundraising all-you-can-eat buffet style dinner on May 5th, Cinco de Mayo, at Chuy’s on Speedway and Country Club from 5:30 – 7:30 p.m. Tickets will be pre-sold by Staff Council Representatives for $12. For every ticket sold, the Council will receive a $4.

Tickets for pre-sales were distributed. Council members are asked to distribute tickets to members who weren’t at the meeting. The deadline for ticket sales is April 30. Staff Council will accept payment in cash or a check to the Foundation (which is tax deductible). The Council will route the money through the Foundation to pay Chuy’s. Flyers will be distributed to campuses. Information in @PimaNews will list the campus representatives selling tickets. Contact Shawnee Hanzlick for more tickets.

4.3 Campus/District Reports

West Campus:
March 8 – “Moda Provocateur,” a fashion and style show and fundraiser for the Southern Arizona AIDS Foundation held at the University of Arizona. Three Pima College fashion design students won prizes and will be part of a photo shoot for Tucson Lifestyle magazine. They are Mark Ray (First Place $500), Anna Hastings ($200), and Cynthia Smith ($200).

Fashion instructors Nancy Spalding and Georganne Fimbres will visit with 300 students in next month at seven high schools who have expressed an interest in the College’s fashion program.

March 26 - “Mind-body Medicine: Medical Hypnosis” with Dr. Steven Gurgovich, University of Arizona Integrative Medicine, CFA Recital Hall.

April 6-May 1 – Annual Juried Student Exhibition at Luis Carlos Bernal Gallery featuring ninety pieces of art created by the College’s art students. Free admission.

April 8-19 - “The Crucible,” Black Box Theatre. The production features an innovative set and costumes and a different approach to music and lighting. Tickets are $12- $15.

April 11 – 7th Annual Tucson Japanese Speech Contest, Proscenium Theatre, 12:00pm-5:00pm. The event features student speech competitions, Japanese cultural exhibitions and a formal Japanese tea ceremony. Free admission.

April 17 – Tuba recital by Mark Nelson, Chair of Performing Arts, CFA Recital Hall. Tickets are $5-$7.

April 23 – “Preventative Health Care: Are You Taking Care of Yourself?” with Nurse Practitioner Frank Brown, MHC Westside Health Center.

April 24-25 – Opera and musical theatre scenes, Proscenium Theatre. Tickets are $5-$6.

April 27-28 – Jazz Improv Combos on April 27 and Jazz Ensemble on April 28, Proscenium Theatre. Tickets are $5-$6.
April 30 – Joint concert with Wind Ensemble and Flowing Wells High School Band, Proscenium Theatre. Tickets are $5-$6.

**Northwest Campus:**
March 19 - Marana Chamber of Commerce Community and Business Builder Award given to Northwest Campus.

April 18 – Healthy Kids Day, Northwest YMCA.

April 22 - Earth Day from 9am-1pm featuring science activities. It was suggested that Staff Council set up a table at Earth Day and sell tickets for the fund raising event at Chuy’s. Contact Tiffany Hastings-Kibler or Ed Gallagher to reserve a table.

May 28 - GED Graduation TCC Music Hall.

5. **OPEN FORUM/QUESTIONS**

Roderick Gary would be happy to bring the outreach coordinator to give a presentation to Staff Council about what they do and how they reach the public, under the Chancellor’s vision, to increase attention on adult outreach. Cliff Shuttleworth advised doing that in summer. He will email the schedule for the summer meetings. Mary Lou Rosas completed training sessions for web content. Contact Mary Lou if you have information to help her update the online listing of Staff Council members. The NW campus newsletter shared with Council members each month is not posted on the website. Representatives may distribute information to their campus using newsletter and emails. The next Staff Council meeting is on May 1st.

The meeting adjourned at 10:15am.