Members Present: Jorge Caballero, David Clark, Shari Dill, Wendy Dosch, Norma Gutierrez, Teresa Guy, Ed Gallagher, Sandra Hallenbeck, Shawnee Hanzlick, Tim Kelliher, Hal Melfi, Mike McGuire, Kyle Mutz, Autumn Palmer, Becky Petelle, Dan Pinard, Michele Rorabaugh, Mary Lou Rosas, Cliff Shuttleworth
Guests: Cindy Dooling, Dr. Roy Flores, Stan Steinman, Lynne Wakefield
Excused Absence: Suzanne Blackburn, Barbara Byrnes, Maria Lomeli, Carrie McLaughlin, Margie Torres, MaryAnne Wilson

1. GENERAL MATTERS
   1.1 Introductions
       Staff Council members introduced themselves.

   1.2 Agenda Modifications
       Suggestions for agenda modifications may be emailed to the Chairperson before the meeting, or proposed during this segment of the meeting. The following will be added: 2.3 Chancellor’s Report, 4.3 Ad Hoc Common Policy Work Group, and 4.4 Institutional Climate Survey Work Group.

   1.3 Approval of December 2009 Minutes
       A vote was taken and the December minutes were approved.

   1.4 Announcements
       There were no announcements.

2. BUSINESS
   2.1 Public Comment and/or Question
       Staff Council meetings are open to any member of the staff or public who may wish to make comments or ask questions.

   2.2 Provost Report – Stan Steinman
       The Provost regrets that she had a conflicting meeting out of town and could not appear at Staff Council today. Student Services will face many challenges throughout the new school year. The College has done a tremendous job under very difficult circumstances.

       The Arizona State Legislature meets on Monday, January 11. The Governor will give her State of the State address in Tucson on January 12. She presents her budget blueprint on Friday, January 15. The outlook for the State is grim. Before Christmas, the Governor appealed to the largest corporate taxpayers to pay their taxes early so the State could meet payroll. Stimulus
funds for universities and colleges will end after 2011. The State economy has been totally reliant on growth and sales of new housing. Now the market has a glut of housing due to bankruptcy. Legally the state must show a balanced budget by July 1. To raise funds, the state has mortgaged government buildings, including the State Capitol Building. The Governor is calling for a temporary 1 percent sales tax increase, but the majority of the legislators will not agree. Members of the College staff will be active in Phoenix to protect the College’s interests. Legislation has been introduced that would allow faculty members to carry guns in classrooms.

The revenue stream for the College comes from diminishing local property taxes. The College will feel the effects in the coming fiscal year since there has been no new construction. The Chancellor is scheduling college-wide meetings to talk about the economy. We are very fortunate, since of all the institutions in the State, the College has been better prepared for the cutbacks. The University of Arizona (UA) is facing a huge problem with state funding reductions. When the UA cuts classes, students come to our college.

Question: What are some of the changes you hope to see in state legislation? Answer: We are realistic enough to know that state funding will not increase. The community colleges have friends in the legislature while K-12 and universities do not. It is a process of laying the groundwork with the legislature to outline the importance of education with regard to job growth. Arizona will be such an undereducated state by 2020 that we will not be competitive.

Pima College has a 2+2 program with University of Arizona and Arizona State University. There are plans to collaborate with more universities in this manner to increase the number of people holding bachelor’s degrees in the state. University finances are in precarious shape; the Board of Regents will struggle with higher tuition rates (which could conflict with the state constitution), while preserving their core mission of research. Many students will come to Pima College for lower tuition and better education. This puts pressure on the College since the state doesn’t pay for enrollment growth. However, we are all still employed and this will be a great year.

2.3 Liaison Report – Lynne Wakefield
Meet and Confer is starting. Issues may be presented to the representatives or introduced during public comment at the beginning of meetings. Issues may also be brought to the management team. AFSCME meetings will be held on alternate Thursdays at 2 p.m. starting January 21 at the District Office in Room C-228. AFSCME Team: Arlene Muniz, Chief Steward, Mike Gonzales, Liz Rollins, Bruno Loya, and Bob Brodie. Management Team: Dr. Lou Albert, Chief Spokesperson, Doreen Armstrong, Mary Beth Ginter, Kirk Kelly, and Nancy Russell.

2.4 Chancellor’s Report – Dr. Roy Flores
Dr. Flores talked about the state’s finances and how they affect the College. He said that headlines about the state’s financial problems are a concern for employees. He does not have more information than is already known. Dr. Flores sent an email to all employees featuring the Governor’s assessment of the situation. The state’s built-in structural requirements are a little over $10 billion per year. At the same time, the state’s revenue, from taxes etc., is about $6.5 billion. The state has held five special sessions to close the gap for this year’s budget. However, the gap is still $1.4 billion at mid-year. State law requires a two-thirds majority in the
legislature to increase taxes of any kind. A lot of the budget is inflexible and must adhere to the state’s constitution. Some legislators have signed pledges to not increase taxes. Budget discussions among leadership in the senate and house don’t have any “legs” because they didn’t include discussions with Democrats or Republicans.

In family finances, a lack of income means certain creditors won’t be paid. When the state has a budget deficit it results in a lack of funding for state agencies, universities and colleges. Dr. Flores doesn’t believe the State of Arizona would issue IOUs such as happened in California.

So far the College has been able to hold its own by holding vacancies open. Dr. Flores realizes this has been a burden for employees. However, the alternative is to let employees go. Pima College has absorbed a 30 percent reduction in state appropriations and that will not improve in the future. State participation in our financial revenues is diminishing until it becomes negligible. Local revenue could potentially ease the pain, but it’s a function of real estate prices and construction which is not doing well now. It’s not advantageous to increase tuition beyond a certain point.

Pima Community College has more Title V money than any college or university in the nation. The Desert Vista, Downtown and West Campuses meet the 25 percent threshold to qualify as an Hispanic Serving Institution. This money helps the College to provide services to our students and provide jobs.

Question: What are the Chancellor’s thoughts about wait times (up to four hours) in Student Services? What can we do to make this situation better? Answer: Dr. Flores was not aware of the long wait periods and he will look into the matter. A suggestion was offered to develop a system to redirect enrolling students from high traffic areas to campuses that are less busy. The high enrollment increases were unexpected. Many of the students are adults who are entering college for the first time or after a long absence.

A comment was made that perhaps all programs cannot be supported adequately. Dr. Flores did not believe that is true, but he said we will have to make some decisions regarding which programs are essential. A concern was raised that the woodworking program at Downtown Campus needs expanded space to set up its equipment. Dr. Flores will look into that.

Question: Has there been any talk of the universities capping enrollment? Answer: Educational institutions can only do so much with their resources. Arizona universities do sometimes cap their enrollment because there are only four universities serving the entire state.

Question: Is it likely that we will experience a “double dip” in the economy as spending decreases? Answer: Dr. Flores didn’t necessarily believe that would happen. Experts believe Arizona is lagging behind the nation. Consequently the nation could experience a “double dip, ” but Arizona would not. Dr. Flores said the issue is to concentrate on employment since it generates income and taxes.
2.5 Staff Council Orientation
Cliff Shuttleworth presented an overview of the Staff Council Orientation outlined in the PowerPoint Presentation that was emailed to all Staff Council members prior to the meeting. Please refer to the “Staff Council New Member Orientation” for details.

- Staff Council represents two employee groups – Exempt and Non-Exempt.
- The council provides opportunities for sharing concerns, information and issues among the council, campuses, administration and Board of Governors. The council is allowed to address any items of College policy as long as they are not subject to the meet and confer process.
- Council members serve two-year terms. The number of representatives for each area is equal to one representative for every twenty-five full-time staff equivalent (or FTE).
- Two Board of Governors representatives serve staggered two-year terms.

2.6 Election of Officers for 2010
The Vice-Chairperson presented a review of the duties and responsibilities for the officer positions to be filled by election today. The election results follow.

Chairperson: Shawnee Hanzlick
Vice-Chairperson: Wendy Dosch
Past Chairperson: Cliff Shuttleworth by default.
Secretary: Sandra Hallenbeck
Historian: Mary Lou Rosas
Roll Keeper: Norma Gutierrez (Please remember to email Norma if you are going to miss a Staff Council meeting.)

Board of Governors Representatives (two-year term): Elected – Shari Dill; Current BOG Rep Barbara Byrnes continues her term through December 2010.

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, Barbara Byrnes still has a second year to complete. The Board of Governors Reps work as a team with the current rep training the newly elected rep. They give a presentation at the Board meeting and provide an overview of that meeting to Staff Council. In addition to Staff Council meetings, they attend: Monday preceding Board of Governors meeting at 3:15pm for 30 to 45 minutes. Board of Governors meetings are the second Wednesdays of each month from 7 pm to 8:30pm. Attending the Board of Governors meetings provides a broader understanding of the College.

3. EMPLOYEE REPORTS
3.1 AFSCME
Meet and Confer is underway so an AFSCME representative was not available to give a report. AFSCME is a bargaining agent for non-exempt employees and welcomes them to attend the public comment portion at the start of Meet and Confer meetings. Employees will receive an electronic AFSCME newsletter and invitation to participate in AFSCME forums.
3.2 ACES – Cindy Dooling
ACES represents exempt employees during Meet and Confer regarding employee issues and common policy. This year all three bargaining units (ACES, AFSCME, PCCEA) are using the same standard format for Meet and Confer meetings. Meet and Confer topics were gathered from the ACES November breakfast meeting.

More than $6,100 was raised from the ACES barbeques in 2009 bringing the total for the last five years to exceed $24,000. Thanks to everyone who helped make these events a success. The funds will be donated to Operation Deep Freeze at Davis Monthan Air Force Base via the Tucson Chamber of Commerce Military Affairs Committee.

4. COUNCIL REPORTS
4.1 Board of Governors Report – Barbara Byrnes
Board of Governors Special Meeting – December, 2009
A special meeting was held regarding the resignation of Richard Fimbres from the Board of Governors. Fimbres was elected to the Tucson City Council in November. The state is accepting applications through January 15 to fill his vacancy. College employees are exempt from serving on the Board of Governors. For more information, please view the “Spotlight” section of the College’s website. Board officers will be elected on January 13.

4.2 Campus/District Reports
Campuses are welcome to share news about events in this section of the meeting. Please email the information to the Notetaker, Dawn Huntsinger, before the meeting.

**East Campus:** The campus is experiencing an extraordinary enrollment peak, with January being the busiest time of the year. Students have been waiting 2 to 3 hours for service instead of the typical 45 minutes to 1 hour. Students are experiencing long waits at all the campuses.

**Downtown Campus:** Student Life offers a program called “Vets for Vets” in which employees who are veterans help students, who are also military veterans, to navigate the College’s processes. This program will eventually be offered at all the campuses. This will help students at Downtown Campus who are also waiting long periods for services because of the increased enrollment. A higher number of veterans are enrolling in college for the first time. Student Services is dealing with increased students and changes in processes.

**Desert Vista Campus:** Kyle Lutz, Program Specialist for Disabled Student Resources, said a lot of veterans returning to college have disabilities such as PTSD and have known traumatic experiences. Employees need to change their language when working with them and be aware of their needs. The College also has counselors on staff who can assist as well as provide training to employees.

4.3 Ad Hoc Common Policy Work Group
This work group discusses common policy which applies to all employee groups, including exempt and non-exempt. The work group will present to the Chancellor’s Cabinet any suggested changes to common policy. Cliff Shuttleworth expressed a concern that, since he is
not able to attend all the meetings regarding common policy, Staff Council has not been consistently represented. He will discuss this concern with the administration.

4.4 Institutional Climate Survey Work Group
This group examines challenges raised by employees in their responses to the Institutional Climate Survey. Their next meeting will be held on February 12. The group will explore the following issues identified from the survey results:

   A. Adequate space, time, resources to be successful at work
   B. Equitable opportunities for promotion, rewards, recognition, and issues regarding performance evaluation

The work group may place an announcement in @PimaNews to notify employees of the issues the group is discussing. They would welcome further comment from employees. Staff Council members are welcome to provide input to the work group as well. The work group will provide a report to the Chancellor in May.

5. OPEN FORUM/QUESTIONS
The Staff Council website has a “Contact Members” page. A motion was made to talk to the College administration about linking the Staff Council contacts to the online directory. A vote was taken and the motion passed.

A council member stated there has been a rumor circulating that the State may send out IOUs instead of income tax returns this year. The state does not plan to do that, but it would be advisable to file your returns early. Question: Has there been a green light to send out the announcement regarding the climate survey? Answer: Cliff said he will try to put this together in the next couple of weeks.

6. ADJOURNMENT - The meeting adjourned at 11:00am.

Next Meeting Friday, February 5, 2010
8:30am – 10:30am
Community Campus, TV Studio