Members Present: Suzanne Blackburn, Rose Bolz, Robert Brodie, Barbara Byrnes, Jorge Caballero, David Clark, Gloria Coronado, Shari Dill, Wendy Dosch, Ed Gallagher, Norma Guiterrez, Shawn Graham, Teresa Guy, Shawnee Hanzlick, Ana Joseph (Fill in for M. Wilson), Tim Kelliher, Maria Lomeli, Carrie McLaughlin, Carol Munoz, Kyle Mutz, Autumn Palmer, Becky Petelle, Dan Pinard, Michele Rorabaugh, Marylou Rosas, Walter Silvas, Sharon Sinibaldi,

Guests: Doreen Armstrong, Cindy Dooling, Roy Flores, Gwen Goodman, Cheryl House, Rachelle Howell, Dawn Huntsinger, Suzanne Miles, Arlene Muniz, Stan Steinman, Tom Tomasky, Lynne Wakefield

Excused Absence: Mike Baker, Sandra Hallenbeck, Hal Melfi, Mike McGuire, Gary Roderick, Cliff Shuttleworth, Margie Torres, MaryAnne Wilson

1. GENERAL MATTERS
   1.1 Introductions
      A. Introduced new DO/MS Campus Rep – Ana Joseph

   1.2 Agenda Modifications
      There were no modifications.

   1.3 Approval of January 8, 2010 Minutes
      A vote was taken and the January minutes were approved.

   1.4 Announcements
      There were no announcements.

2. BUSINESS
   2.1 Public Comment and/or Question
      Someone asked whether the Chancellor had visited the campuses. He has not yet done so. There was a question about the results of the self study survey. There will be a meeting next Friday to formalize the survey and determine how to distribute and collect the survey in a timely manner. A hard copy will be available March 1st.

   2.2 Provost Report – Bill Scurrah
      The Provost would like to congratulate the new officers elected to Staff Council. Bill Scurrah, NCA Self Study Coordinator reported that the Higher Learning Commission (HLC) evaluation team will visit Pima College September 13-15 as a part of reaccreditation. An accreditation archive will be available for their visit. Work continues on preparing a penultimate draft of the self study report for the HCL. It will be submitted to the steering and planning committees on
March 12. It will also be posted on the website. Evidence rooms at District Office and all campuses will display supporting documentation which will include minutes from the Budget Committee, Staff Council and Faculty Senate. Additionally, there will be a digital evidence room called the “Pima Community College Accreditation Archive.” This ongoing archive is an innovation that will support continuing accreditation activities. The website team is working on a mock up of the website.

2.3 Liaison Report – Lynne Wakefield
AVC Lynne Wakefield reminded the council that performance evaluations for exempt and non-exempt staff are due in February. Deadlines will be announced in @PimaNews. Employees are advised to watch the website for job openings.

2.4 Staff Council Election for Secretary
A vote was taken to elect Gloria Coronado as Secretary replacing Sandra Hallenbeck who resigned. The Secretary proofreads draft minutes from the Notetaker, adds attendance records to minutes, distributes them to Staff Council, and forwards them to Mary Lou Rosas for posting on the webpage.

2.5 Verify Council Roster information (name, email, phone extension)
Shawnee Hanzlick would like Staff Council members to verify their roster information. Time served on Staff Council can be counted as professional development hours. The roster confirms hours served. It was pointed out that certificates of completion weren’t handed out last year.

2.6 Foundation Report – Cheryl House
Alma Yubeta has joined the Foundation as Development Manager. Cheryl discussed fund raising activities for last year. She provided a summary of total money raised. Staff Council has raised more than $13,000 to support programs such as Youth on Their Own, Progress, and the general scholarship fund. The Progress program had its most successful year ever.

*Question:* How does the Foundation foresee the needs of students? Enrollments are up and incomes are down. There are more requests for scholarship and emergency funding (i.e. financial aid falls through, books are stolen). The Foundation can consider helping programs or specific disciplines. The dental program needs scholarships. There is quite a bit of support for nursing students. *Question:* Is it better for Staff Council to specify how donations are used or let the Foundation use funds at their discretion? Cheryl said general funding can meet the needs of more students, but Staff Council can elect to donate to specific programs. It really comes down to the council’s goals such as supporting older students returning to college for more training.

The Foundation and Alumni webpage provides a link so students may apply online for Foundation scholarships. Applications will be accepted from the end of February through the middle of May. The website also features links to other scholarships (i.e. through the Provost’s Office). The Foundation is asking for volunteers to serve on the scholarship committee. All the evaluations are processed online. Those interested may contact Cheryl using her email address chouse@pima.edu.

*Question:* Events and Fundraiser
In the past, Staff Council has organized dinners and silent auctions as fund raising activities, but they require a lot of work. The council would like to consider activities that maximize money raised without requiring member to donate large amounts of time.

Question: Does the student body get involved in fund raisers for students? Most student organizations have their own fund raising projects. In the past, Staff Council has invited Student Government groups from each campus to participate. No response from Student Government groups.

2.7 Summer Meeting Locations: June, July and August
Locations for summer meetings:
- June – East Campus
- July – District Office
- August – West Campus
The location for the December 3rd meeting hasn’t been chosen. Tim Keliher will find out if the Downtown Campus Amethyst Room will be available. Another option is the Ocotillo Room at Desert Vista where the CTD students could cater the party. More discussion of meals and costs will take place as the date approaches. A holiday party planning committee will be formed.

2.8 Re-Introductions and Review also under 5.1

Council Chair - Shawnee, asked council members to re-introduce themselves and share where they work and what they do for Pima College. The information shared will help members learn whom to ask for guidance on various topics at the College.

3. EMPLOYEE REPORTS

3.1 AFSCME – Rose Bolz
AFSCME representatives are working hard on Meet and Confer. Bob Wise will provide reports for Rose to present to Staff Council. Professional Development enrichment funds totaling $60,000 are available for non-exempt employees. AFSCME’s deadline to receive proposals from employees for Meet and Confer is February 23.

3.2 ACES – Cindy Dooling
ACES just started Meet and Confer. There is now a standard form for all teams to use when submitting proposals which makes it easier to prioritize them. ACES is updating its bylaws. ACES meets on alternate Thursdays and will start submissions on Friday, February 12. There is a deadline in early April to submit proposals to the Board of Governors. A recent outside activity for ACES members included attending a symphony performance that featured acrobats.

4. COUNCIL REPORTS

4.1 Board of Governors Report – Shari Dill
Board of Governors Meeting – January 13, 2010
A Faculty member shared the importance of her recent sabbatical and how it benefitted the College. Student Life is signing up new members.
The Board elected Vikki Marshall as the new Chairperson. There was a presentation about the new Student Services Center. The remodeled centers help the campuses provide uniform service to students. The Board considers it a successful transition.

Pima Community College was declared a finalist in the competition for the Bellwether Prize. Dr. Flores, Dr. Miles and Dr. Morales represented the College at the competition held in January at Disney World. The Board congratulated Dan Pinard and Gloria Coronado for their work on the video that was included in the PowerPoint presentation.

Enrollment has increased 17% - 20%. There is a new payment plan for students who do not receive financial aid. It requires a 30% down payment plus 3 additional payments.

Dr. Bea reported the College budget is proceeding as anticipated and the College is paying down its long term debt. Budget information may be accessed on the College website.

4.2 Campus/District Reports
Vice President of Student Development Leticia Menchaca reported the College’s nursing scores were the highest in the state board exam.

West Campus – A brochure was provided advertising performances scheduled at the Center for the Arts. It was also mentioned West Campus also rents the CFA facilities to outside groups. For more information call 206-6942 or view www.pima.edu/cfa. Highlights include:

- Jan. 19-March 5: Art Exhibition, Joseph DiGiorgio: Selections from the Dan Leach Collection, Louis Carlos Bernal Gallery, West Campus, hours vary, free admission.

- Feb. 24-March 7: "Rodgers' and Hammerstein's Cinderella", CFA Proscenium Theatre, West Campus, times vary, $18 (discounts available). Costume contest for kids (and grown ups) who attend.

- March 9: Pima Community College Wind Ensemble Concert, CFA Proscenium Theatre, West Campus, 7:30 p.m., $6 (discounts available).

- Feb. 21: Patrick Lawrence Trombone Recital, PCC Center for the Arts' Recital Hall, West Campus, 2202 W. Anklam Road, 3 p.m., $6 (discounts available).

4.3 Election Committee Report
Mary Anne Wilson is on leave February through April 2010. Ana Joseph will serve as proxy during her absence.

5. OPEN FORUM/QUESTIONS
Staff Council members are able to review bylaws and the roster of members posted on the website. Staff Council is a vehicle for collecting and sharing information and recommendations to and from the staff and administration. Staff Council does a very good job of providing services to our students and community. We are working to support the College as a whole.
Staff Council members suggested that bringing back the printed College directory would be helpful to staff since it displayed the hierarchy of offices and departments at all locations. Tom Tomasky suggested that Staff Council email him with concerns, including concrete examples and solutions and he will make sure it gets into the right hands. In addition, Tom notified Staff Council that the College is working on updating the online directory to display departments. It was suggested by a Staff council member that training should be provided on the online directory on how to best direct the students or customers that employees get in contact with via phone. Staff council member mentioned the website search engine was a helpful tool. It was also mentioned that employees should search the online Professional Development courses on “ED” for a class on customer service.

The Council Chair, Shawnee Hanzlick, reminded the council to watch @PimaNews for details on the Chancellor’s upcoming budget talks at various campus the week of Feb 22 through 24, 2010 and mentioned how important it is for employee’s to attend. Cindy Dooling said there will be an announcement in @PimaNews regarding the College’s change to Internet Explorer version 7.

6. ADJOURNMENT
The next meeting is Friday, March 5, 2010, 8:30am – 10:30am, at the Community Campus TV Studio. The meeting adjourned at 10:45am.