Staff Council Minutes
Thursday, August 5, 2010
West Campus, F-Rincon, Room 215

Members Present: Teresa Guy, Shawnee Hanzlick, Becky Petelle, Dan Pinard, Carol Munoz, Kyle Mutz, David Clark, Gloria Coronado, Norma Gutierrez, Carrie McLaughlin, Elizabeth Robredo, Walter Silvas, MaryAnne Wilson, Shari Dill, Tim Kelliher, Karyza Ochoa, Jorge Caballero, Ed Gallagher, Rose Bolz, Carol Carder, Shawn Graham

Excused Absence: Autumn Palmer, Wendy Dosch, Gary Roderick, Mary Lou Rosas, Sharon Sinibaldi, Shani Stewart, Suzanne Blackburn,

Unexcused Absence: Anna Richards

Guests: Deborah Yoklic, Suzanne Miles, Doreen Armstrong, Dawn Huntsinger, Brian Basgen

1. GENERAL MATTERS
   1.1 Introductions
       Introductions were made.
   1.2 Agenda Modifications
       There were no agenda modifications.
   1.3 Approval of Minutes for May 7, 2010, June 3, 2010, and July 1, 2010
       A vote was taken and minutes were approved for May 7, June 3 (with correction to attendance), and July 1.

2. BUSINESS
   2.1 Public Comment
       There was no public comment.
   2.2 Provost Report - Dr. Suzanne Miles
       Dr. Flores and David Longoria are in Washington D.C. for a workshop offered by the American Community Colleges Trustees (ACCT), a non-profit educational organization of governing boards.

       An additional workshop #1 for accreditation and self-study was held on August 4th. The total attendance total for all three workshops was over 1,000.

       Preparations are underway for the Higher Learning Commission (HLC) team who will visit the College on September 13-15. The HLC team leader has requested several changes to the itinerary. The draft schedule, posted on the College website, reflects plans for the eleven-member team to visit all the College locations.

       Disabled Student Resources (DSR) has been officially moved to the Provost area. Stan Steinman, senior assistant to the Provost, is now in charge of DSR. In addition, there are DSR coordinators at each of the campuses. Nancee Sorensen, the former head of DSR, is now the Vice President for Student Services at East Campus.
All College Day is on August 20th this year. The event concludes at 11:45am leaving time for employees to eat lunch and return to their worksites at 1:30pm.

2.2.a. HLC Visit for Accreditation - Bill Scurrah
Preparing for the HLC Visit has been a three-year process. The self-study report, completed on May 30, was submitted to HLC as a hard copy supported by digital documents and appendices. The self-study is available for viewing on the College website.

View the accreditation webpage by navigating to [www.pima.edu/selfstudy](http://www.pima.edu/selfstudy). There are links to every aspect of the accreditation process.

District Office and each campus will prepare an evidence room to support our application for renewal. This year the materials are almost entirely digital and stored in an accreditation archive that requires a password for access. It shows an institutional snapshot supported by data. Documents are listed by criteria and by category. There is also an A-Z index and a search function. Among the many documents provided are program reviews that show how we plan, self-assess, and conduct curriculum development. A separate tab highlights new documents posted after July 1st. The archive houses a grand total 2000+ documents plus links.

Be sure to view the HLC Evaluation Team schedule online. They will be meeting with members of Staff Council. It’s advisable to check the schedule regularly in case of changes.

2.3 Liaison Report - Doreen Armstrong
Employees are encouraged to complete a step plan. Step plans may be held in abeyance until funds are available to offer step increases. A handout was provided outlining changes to the personnel policy statements for FY10-11. Meetings were held for administrators, payroll, and Human Resources to introduce the policy changes.

A recruitment to fill the position of Vice Chancellor for Human Resources is in progress. Interviews were conducted on August 2.

Human Resources is going out to bid for a new electronic applicant tracking system to serve the volume of online viewers and applicants. The online application process has recorded more than 14,000 hits from people looking for jobs. One thousand applications have been received online since July 1st, 2010. Currently there are 39 recruitments in process. Thirteen of these are currently posted. This includes temporary positions as well.

HR is finishing recommendations from the FY09-10 cyclical review. The cyclical review process follows a 3-year cycle.

All College Day will feature breakout sessions for staff – support staff, back and office safety, stress management, and life after retirement. Check out the Professional Development webpage. Essential learning topics will be posted as they become available.

2.4 AFSCME Report
There was no AFSCME report.

2.5 ACES Report – Brian Basgen
ACES held a professional development meeting on July 22. Requests totaling $117,000 for professional development exceeded the budgeted amount of $68,000. Dr. Flores generously added $50,000 to fund requests received by July 22. At the end of the month, ACES will start discussions for a new process for professional development applications.

ACES members will meet Friday to begin planning for their annual October-fest charity BBQs to benefit military families at Davis Monthan. ACES is seeking volunteers for these events.
Every year ACES holds networking events so exempt staff can meet with their colleagues in the College. There will be an announcement next month.

2.6 **Board of Governors Report, June 9, 2010 – Shari Dill**

Shari highlighted changes to the personnel policy statements.

Winter recess starts on December 24th as a full day off this year only.

Language was added to clarify:
- An employee may request an adjustment in a work schedule and that the approval and review process is by an Executive Administrator.
- An employee shall normally receive a 60-minute meal period around the middle of the day.
- Provision added in which an employee may ask in advance for a departure from his/her designated lunch period. In all cases, the employee must receive a minimum of a one-half hour unpaid break.

Professional Development Enrichment Fund for non-exempt employees - Change the maximum expenditure per employee per fiscal year up to a maximum of $2000. Clarify reimbursement for pre-approved professional development expenses.

Step plans completed and approved in 2009-10 will be held in abeyance until funding is available to grant step increases.

Accrued annual leave may be converted to sick leave if an employee is unable to work due to illness or injury and has exhausted his or her available sick leave.

The calendar of holidays and recesses was updated for Fiscal Year 2010-2011.

The working title of Division Dean has been changed to Academic Dean.

Personal leave may be used in half-day increments. A maximum of 40 hours is available for bereavement leave. It doesn’t have to be used consecutively and may be used in half-day increments within the first seven days following the event.

2.7 **Campus Updates**

*Northwest Campus*: New modular buildings have been installed. Construction on the science lab is in the finishing stages.

*Downtown Campus* hosts the Native Education Kickoff on Saturday, August 7.

3. **STAFF COUNCIL SUBCOMMITTEE UPDATES**

3.1 **AVIVA Back-to-School Drive, Aug. 5 - Sept. 30**

Staff Council is ready to kick off the school supply drive for AVIVA. All the supplies collected for AVIVA will be brought to the Staff Council meeting on October 1st.

3.2 **Fundraiser with Sodexo, Aug. 30 – Sept. 10**

Sodexo will donate a portion of the sales from combo meals at the campus cafeterias.

4. **OPEN FORUM**

Debra Yoklic announced that the College is creating a contact list of departments, contacts and phone numbers college wide to be posted on the intranet for employee reference. Anyone interested in volunteering for a focus group for the intranet contact list may contact Debra Yoklic at 206-4650.

There is a new accident/injury report form available on the intranet. This replaces the old printed booklets containing accident forms.
The next meeting for Staff Council occurs on the Friday before the Labor Day holiday weekend. Attendance could be low if members plan to take Friday off. Staff Council discussed the possibility of changing the meeting date from September 3 to September 10. Staff Council voted in favor of requesting the date change. Doreen Armstrong recommended that Staff Council put the request in writing and submit it to her and Debra Yoklic for the Chancellor’s approval.

6. ADJOURNMENT
The meeting adjourned at 9:40am. The next meeting is:

Date: Friday, September 10, 2010, Time: 8:30-10:30am, Place: Community Campus – TV Studio