Members Present: Shawnee Hanzlick, Becky Petelle, Dan Pinard, Carol Munoz, Kyle Mutz, Autumn Palmer, David Clark, Gloria Coronado, Gary Roderick, Carrie McLaughlin, Elizabeth Robredo, Walter Silvas, Shani Stewart, MaryAnne Wilson, Suzanne Blackburn, Shari Dill, Karyza Ochoa, Jorge Caballero, Ed Gallagher, Rose Bolz, Shawn Graham

Excused Absence: Wendy Dosch, Norma Gutierrez, Mary Lou Rosas, Sharon Sinibaldi, Tim Kelliher, Anna Richards.

1. GENERAL MATTERS
   1.1 Introductions
       Introductions were made.
   1.2 Agenda Modifications
       There were no agenda modifications.
   1.3 Approval of Minutes for October 1st, 2010
       Staff Council will table this item of business until the December meeting.

2. BUSINESS
   2.1 Public Comment
       There was no public comment.
   2.2 Provost Report - Dr. Suzanne Miles
       Dr. Miles extended a warm welcome to Janet May, the new Vice Chancellor for Human Resources. She is going to be a breath of fresh air for the College. We are fortunate to have her.
       A newsletter was recently sent from the Provost's office and contained news about the reorganization. Dr. Miles would be happy to answer any questions about it.
       Bill Scurrah will come to the meeting next month to share results from the self study.
       This is the last meeting Staff Council meeting for Dr. Miles in her role as Provost and Executive Vice Chancellor. She expressed her admiration for Staff Council for thinking of the students, positive things for employees, and how to help the community. Dr. Miles said it has been a great honor to serve as Provost and Executive Vice Chancellor for the last seven years. She is looking forward to serving as President for Downtown Campus.
   2.3 Liaison Report – Janet May
       Human Resources is finishing Board reports for the BOG meeting next week. HR is working with the campuses to complete the process for 30 positions to include in the Board report. The lateral transfer process for faculty has been completed. HR is getting ready to post 25 positions on the website. Since January, 147 jobs were filled. We will see the number of positions grow as we get more grant activity.
HR conducts background checks as part of the recruitment process. Since the temporary hiring process has moved to Human Resources, at least three individuals were prevented from being admitted to the workplace due to illegal activity.

**Recruitment statistics:**

<table>
<thead>
<tr>
<th></th>
<th>Applications Received &amp; Reviewed</th>
<th>New Hires Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>776</td>
<td>13</td>
</tr>
<tr>
<td>October</td>
<td>835</td>
<td>17</td>
</tr>
</tbody>
</table>

Average number of days between starts of recruitment and hire date:

- 62 jobs at 14 days or less (average 6.84 days)
- 25 jobs at 15-35 days (average 21.69 days)
- 8 jobs at 36-49 days (average 44.7 days)
- 1 job 50-84 days (average 52 days)

There are 96 jobs in the system.

**Compensation and classification:** The cyclical review process is beginning. HR is considering breaking the process into segments with shorter cycles. Studies show there is a low participation rate in cyclical review process. However, cyclical review ensures that HR is aware of everything that employees are doing. It also gives employees the chance to participate in the process. Employee classes are reviewed every three years.

The state minimum wage rate will increase to $7.35 per hour in January. HR will update the salary schedule for unclassified staff to be included in the December Board report.

The college will soon offer picture ID cards for regular employees. It will be a combination photo ID and library card and will look different than student ID cards. There will be an announcement about this in @PimaNews. Employees who are enrolled in classes will get a separate student ID card. Employees may show their College ID cards to local businesses and ask if discounts are available to College employees.

### 2.4 AFSCME Report

There was no AFSCME report.

### 2.5 ACES Report – Ed Gallagher

ACES just had a meeting to get ideas to address during Meet and Confer in the spring. They are still working to finalize tallies of money raised from the BBQs.

### 2.6 Board of Governors Report, October 3, 2010 – Shari Dill

An Executive Session will be held on November 10. During public comment, the Vets 4 Vets club, now known as the Student Veterans Organization Club, thanked the Board of Governors and Chancellor Flores for their support. Each member of the Board thanked the veterans for their service. The Board welcomed Janet May as the new Vice Chancellor for Human Resources.

There is a new state law that requires a common course numbering system for community colleges and universities in Arizona. An independent study will be done to determine the costs. The Higher Learning Commission noticed that the College sometimes keeps positions open for an extended period of time. The purpose was to help with the budget crunch and avoid asking employees to take furloughs.
If Propositions 301 and 302 don’t pass, a budget shortfall of $1.4 billion is estimated. A special legislative session is anticipated. Further cuts to education are predicted. The College is operating within its budget for the current fiscal year.

2.7 Campus Updates

West Campus: Events for Native American History Month are planned for November 13 & 17.

East Campus: They are doing their United Way campaign. Safe Halloween went well, but fewer kids came this year. The Dia de los Muertos event was very good. There was a decorated altar and special bread. Entertainment included dancers, poem readings, and people sang songs. Lots of students participated.

Maintenance and Security: The front parking lot at MS was recently paved. The warehouse offers an internship program for students in the logistics program.

Community Campus: Work is progress to lay new asphalt in their parking lot. They are having their United Way campaign. They are kicking off an "Adopt a Family" event which will raise money with bake sales every Friday in November. Donations are used to provide necessities for families in need.

Downtown Campus: There is a Grand Opening today for the Center for Integrated Learning. The United Way kickoff is on Monday.

3. STAFF COUNCIL SUBCOMMITTEE UPDATES

3.1 AVIVA Back-to-School Drive – Collection Update

The AVIVA campaign was a success. Recognition was given to the work contributed by Shawn Gram, Tim Kelliher, Walter Silvas, Ed Gallagher, Jorge Caballero, and New member Anna. Karyza. Thanks were expressed to the people who collected the donated materials. Staff Council expressed a special thanks to Cheryl House for donating several boxes of folders from the PCC 40th Anniversary.

An AVIVA representative thanked Staff Council for its participation in the school supply drive. Backpacks filled with supplies were given to 960 students as a result of donations from Pima Community College.

There are more than 500,000 kids in foster care. Fewer than 5% have the chance to be adopted. AVIVA provides food, utility payments, underwear, and socks to kids in foster care. AVIVA has a new facility with visiting rooms, a game room and kitchen area. They will have a grand opening ceremony on November 19.

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

More than 1500 people participated in the Sodexo fundraiser campaign which raised $153 dollars and twenty three cents ($153.20) for the scholarship fund.

3.3 December meeting

The next Staff Council meeting will be on December 3, 2010 at Desert Vista Campus in the Ocotillo Room. There will be an optional White Elephant gift exchange with a limit of $10.00 spent on gifts. HR will provide a breakfast through Sodexo.
4. OPEN FORUM
Staff Council elections are coming up. Nomination forms being printed and distributed. Election ballots will be sent out next week. Everyone be sure to check your mailboxes. It was suggested to consider asking the marketing department to help create marketing materials offering information about Staff Council.

There was a comment that some employees are not aware of all the benefits offered to employees. It would be nice to find a way to notify employees about them. However, Staff Development Day offered a breakout session that reviewed personnel policy statements.

5. ADJOURNMENT
The meeting adjourned at 9:40am. The next meeting is:
Date: Friday, December 3, 2010, Time: 8:30-10:30am, Place: Desert Vista Campus, Ocotillo Room