Members Present: Connie Algarin, Becky Petelle, Dan Pinard, Cameron Purdie, Mykle Zoback, Donna Cohn, Kyle Mutz, Terra Benson, Wendy Dosch, Chris Fox, Jan Posz, Irene Sherlund, Walter Silvas, Sriura Weirich, Leslie Hollander, Tim Kelliher, Jorge Caballero, Michael Tearne, Rose Bolz, David Clark

Excused Absence: Amy St. John, Autumn Palmer, Chris Bonhorst, Elizabeth Robredo, Suzanne Blackburn, Jennifer Lauer, Karyza Ochoa

Unexcused Absence: Robert Ramirez, Shani Stewart, Christy Yebra, Shawn Graham

Non-voting Members/Visitors/Guests: Dr. Roy Flores, Deborah Yoklic, Janet May, Shawnee Hanzlick (past chair), Shari Dill (past BOG Representative)

1. GENERAL MATTERS
   1.1 Introductions
       Introductions were made.
   1.2 Agenda Modifications
       Chancellor Dr. Roy Flores attended the Staff Council meeting and presented the Chancellor’s report and therefore the agenda was modified to include Chancellor Flores’ report.
   1.3 Approval of Minutes for December 3rd, 2010
       A vote was taken and the minutes were approved.

2. BUSINESS
   2.1 Public Comment and/or Questions
       There was no public comment.
   
   2.2 Provost Report – Dr. Jose Leyba
       Dr. Jose Leyba introduced himself as the Interim Provost at the District Office. Dr. Leyba thanked everyone for the support. Dr. Leyba reminded the Council that his office is here to serve students and to contact him or his staff if we have any questions.
   
   2.3 Chancellor’s Report - Dr. Roy Flores
       Dr. Flores shared that enrollment is up and by the end of the reporting period there is an expected increase of 6% – 7%.

       A brief overview was given on the recent Accreditation report that was sent. We will be expected to complete a report in 2013 addressing the Student Learning Outcomes that was specifically mentioned as a challenge in their findings. PCC will need to measure and use the results in a more precise way to develop and support curriculum.
Dr. Flores spoke to the financial issues PCC is facing. Budget cuts are inevitable with the state budget gap projected to be $2 billion by end of June. The expected financial impact on higher education is 20% - 25%, with K–12 being less impacted.

It was mentioned that PCC will be looking at Developmental Education classes and how to better serve students that do not test into college level coursework. Dr. Flores mentioned that 3.8% of those testing into Dev Ed courses do not graduate and by taking their money, we are doing them a disservice. We need to realize that learning styles are changing and we need to take advantage of technology and offer a variety of learning scenarios for students. In addition, PCC will be revisiting its stance on ‘Open Admission’ to the College. PCC does not currently adhere to the nationwide policy that students who enroll in college must have a high school diploma or GED.

2.4 Liaison Report – Janet May
Janet May shared the following December recruitment statistics were as follows:

- 1,115 applications were received in the month of December with 62% indicating they applied directly from the PCC website; 32% from other website referrals and 6% from employee referrals
- 11 regular employee new hires in December
- 596 applicants signed up to receive interest cards; a total of 10,512 requests for calendar year 2010
- As of January 6, 2011, there are 126 open positions o Open positions include positions currently under recruitment and those being prepared for recruitment

Also reported that to date, 383 Employee ID Cards have been issued.

The Cyclical Review Process was discussed:

All administrative and staff job classifications are reviewed on a 3-year cycle to determine if the specification reflects the essential duties, responsibilities, minimum qualifications, knowledge and skills to perform the work required by the college. This process is a meaningful tool to keep the classification specifications current, which in turn are used in developing job announcements for recruitment and establishing equitable pay. This review process has been in place since 2001. Human Resources has been asked by ACES and Chancellor Flores to look at this process to determine if a more streamlined mechanism can be established to obtain this meaningful information. Until this review is completed, Cycle III - classification review is suspended. In the meantime, if a supervisor believes an employee maybe working out of classification, SPG 1502/BB for Individual Position Review provides the necessary steps to follow regarding the request process for an out-of-cycle review.

Janet May referred Council members to Sam McGlone at extension 4632 for any questions regarding classification/compensation processes and procedures.

2.5 AFSCME Report – Rose Bolz
Meet and Confer team will be meeting with group and date/time will be provided later.

2.6 ACES Report – Shawnee Hanzlick on behalf of Brian Basgen
ACES is planning for Meet and Confer and hopefully at the next Staff Council meeting there will be more to report.

2.7 Board of Governors Report – Shari Dill
In addition to the Chancellor’s report, it was noted that a 40-year service award was given and an update of the ‘Maintain Don’t Gain’ campaign was given with new meeting dates for January—14th and 15th. Michael Rossie gave a State of the State report. Mr. Rossie reported that 37 out of the 90 representatives are new and 2/3 of the representatives are Republican. It is expected to take longer to get items passed. He also mentioned the $2 billion deficit. He noted that Adult Education should be okay until 2012 as it was privately funded and not with state money. It was also noted that there will be less representation and connection to Southern Arizona and a loss of influence. Chancellor Flores stated (at Staff Council, not BOG meeting) that this is due to the fact that while Southern Arizona has grown Maricopa is still growing larger/faster. We could lose seats in House and depending on what those seats are it could mean a House that is more Conservative.

2.8 Staff Council Orientation
Past-chair Shawnee Hanzlick and Wendy Dosch provided a brief welcome and orientation to all new and returning Staff Council members. Shawnee Hanzlick and Wendy Dosch briefly discussed the roles, responsibilities, and expectations of each Council member.

2.9 Election of Officers 2011
An election was held and officers were elected as follows for the 2011 term:

Wendy Dosch, Chair
Kyle Mutz, Co-Chair (Vice-Chair)
Donna Cohn, Secretary
Jorge Caballero, Historian
Mykle Zoback, Roll Keeper
Rose Bolz, Staff Representative to the Board of Governors
Tim Kelliher, Staff Representative to the Board of Governors

3. OPEN FORUM
Assistant Vice Chancellor Debbie Yoklic presented a PowerPoint presentation addressing suggestions for utilizing PowerPoint’s to the best advantage in meetings, especially in rooms set up similar to TV Studio room. Ms. Yoklic will share the PowerPoint presentation with Council members.

4. ADJOURNMENT
Next meeting Friday, February 4th, 2011 8:30 – 10:30 am at the Community Campus TV Studio.