Members Present: Connie Algarin, Becky Petelle, Dan Pinard, Amy St. John, Mykle Zoback, Donna Cohn, Kyle Mutz, Autumn Palmer, Terra Benson, Chris Bonhorst, Wendy Dosch, Chris Fox, Jan Posz, Robert Ramirez, Irene Sherlund, Walter Silvas, Christy Yebra, Sriura Weirich, Suzanne Blackburn, Tim Kelliher, Jorge Caballero, Michael Tearne, Rose Bolz, Shawn Graham, Karyza Ochoa, Shani Stewart,

Excused Absence: Cameron Purdie, David Clark, Janet May, Elizabeth Robredo

Unexcused Absence: Gloria Coronado, Leslie Hollander, Jennifer Lauer

Non-voting Members/Visitors/Guests: Dr. Jose Leyba (Interim Provost), Deborah Yoklic, Shawnee Hanzlick (past chair), Brian Basgen

1. GENERAL MATTERS

1.1 Introductions
Introductions were made.

1.2 Agenda Modifications
None.

1.3 Approval of Minutes for January 7, 2011
A vote was taken and the minutes were approved.

1.4 Public Comment and/or Questions
None.

2. BUSINESS

2.1 Provost Report – Dr. Jose Leyba
Dr. Jose Leyba shared that many cards, letters and emails of support had been sent to PCC during the challenging times surrounding January 8th, 2011.

Dr. Leyba informed the council that the Community College Survey of Student Engagement, a national survey to improve the learning environment, was underway at PCC. There are 98 faculty/adjunct faculty that have been selected to participate in the survey. Visitations to classes have been scheduled and the results will be published when compiled.

Dr. Leyba shared that in September 2009, 1,944 users had visited MyDegree Plan that number to date is now 8,296. It was felt the increase was due to the redesign of MyDegree Plan.

Several presentations have taken place at the campuses on the Student Code of Conduct and classroom management. In connection to that, Dr. Leyba shared that PCC is participating in a “Train-the-Trainer” event hosted by Community Mental Health Association of Southern Arizona to focus on distressed student training. PCC sent three representatives that will participate in the training; training will then take place to others on the campuses.
The Student Service Center Survey results have been compiled and an executive summary is underway and will be posted online.

2.2 Liaison Report – Brenda Keane on behalf of Janet May
Brenda Keane shared the following January recruitment statistics:
- 1,680 applications were received in the month of January with 64% indicating they applied directly from the PCC website; 29% from other website referrals and 7% from employee referrals
- 15 positions-general, designated and restricted were filled with internal and external candidates
- 1,321 applicants signed up to receive interest cards; this is the total of requests for calendar year 2011
- 37 general funded positions were on hold
- 18 auxiliary, designated and restricted positions were under recruitment and selection

Also reported that to date, 513 Employee ID Cards have been issued.

Administrator and Staff Position Review was discussed:

Janet May, Vice Chancellor Human Resources, is chairing the committee reviewing requests to fill vacant general funded administrator and staff positions. Requests to fill general funded administrator and staff positions will be submitted to the committee through the Campus Presidents and Vice Chancellors. Information regarding the process for submitting requests will be sent to the Chancellor’s Cabinet soon.

2.3 Assistant Vice Chancellor Report – Debbie Yoklic
SPG 3501, Admissions and Registration, will be out for comment for the week of 2/7/11. This is the follow-up to the Chancellor’s discussion on the PCC admission policy. Basically, this states that incoming students will now be required to produce evidence of a high school diploma or GED and place at a minimum level (yet to be determined) on the assessments. Students will have two months to provide documentation before a hold is placed. Discussion is to take place with the CDACs to determine the minimum level for assessment and the definition of “college ready.” The TOEFL score will now be in line with the University of Arizona—set at 500. Once accepted, SPG 3501 will take effect November 6, 2011 for the Spring 2012 semester.

3. Employee Reports

3.1 AFSCME Report – Rose Bolz
Meet & Confer is underway and has been very positive and productive.

3.2 ACES Report – Brian Basgen
ACES discussed the beginning of Meet & Confer and has met with Administration. The overall theme for ACES this year is “professional development.” New guidelines will be forth coming with a formal outline to be presented at the Board of Governors’ meeting on February 9, 2011.

4. Council Reports

4.1 Board of Governors Report – Tim Kelliher
The Board recognized the departure of Shari Dill as the Staff Council Board of Governors representative and her replacement, Tim Kelliher from the Downtown Campus, who will fill the position for the remaining 12 months.

The meeting focused on the major budget cuts (48%) from the state of Arizona. Chancellor Flores stated that the bottom line was that the college is spending too much money on educating students that do not have the proper levels of basic math, reading and writing. The college is looking to raising the standards for new students. See Vice Chancellor report above, 2.3.

Dr. Flores stated that in the coming months PCC will need to look at all of the functioning aspects of the college to ensure that we are using the funds to be best of our advantage.

4.2 Campus/District Report(s)

Downtown Campus has the plans to proceed with the Veteran Student Registration area. February 8, 2011 is the deadline for plan input.

All clubs must now have a health/food license and can no longer piggyback on Sodexho’s license; the cost is $60 and must be filed with the city.

Northwest Campus is having “Speed Advising” on February 9, 2011 from 10 am to 2 pm. Students will meet with 6 advisors for approximately 15 minutes.

5. OTHER BUSINESS

5.1 Staff Council Webpage – Jorge Caballero and Wendy Dosch

After meeting with Louis Glogloff, Director of Web Systems, the staff council webpage will be undergoing updates. Jorge will submit 1st layout shortly. Tabled for next meeting is whether to make the Historian position, currently a one-year position, a two-year position.

5.2 Campus/District Lead Contacts

Each campus will have a lead contact:
Northwest: Jorge Caballero
Community: Mykle Zoback
West: Shawn Graham
District: Sriura Weirich
Downtown: Tim Kelliher
East: Karyza Ochoa
Desert Vista: Kyle Mutz

5.3 Council Sub-committees

5.3.1 Employee Recognition

Members of this committee will determine what the ground rules are for employee recognition, who would be “qualified”, how would they be recognized, how often, etc., while keeping costs to a minimum. Members are as follows:

Jan Posz
Becky Petelle
Autumn Palmer
5.3.2 Marketing
Members of this committee will determine ways to market Staff Council and get the word out about whom we are and what we do. Members are as follows:
   Jorge Caballero
   Dan Pinard
   Shawn Graham
   Karyza Ochoa

5.3.3 Fundraising
Members of this committee will find unique and compelling fundraising ideas for the year. Members are as follows:
   Jorge Caballero
   Shawn Graham
   Suzanne Blackburn
   Connie Algarin

6. OPEN FORUM/QUESTIONS
None.

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