Members Present: Becky Petelle, Dan Pinard, Cameron Purdie, Mykle Zoback, Donna Cohn, Kyle Mutz, Autumn Palmer, Terra Benson, David Clark, Wendy Dosch, Linda Ellis, Jan Posz, Walter Silvas, Shani Stewart, Sriura Weirich, Suzanne Blackburn, Leslie Hollander, Tim Kelliher, Jennifer Lauer, Karyza Ochoa, Jorge Caballero, Shawn Graham

Excused Absence: Connie Algarin, Amy St. John, Chris Bonhorst, Elizabeth Robredo, Irene Sherlund, Christy Yebra, Michael Tearne, Rose Bolz, Robert Ramirez

Unexcused Absence: Gloria Coronado

Non-voting Members/Visitors/Guests: Janet May, Deborah Yoklic, Shawnee Hanzlick (past chair)

1. GENERAL MATTERS

1.1 Introductions
Introductions were made.

1.2 Agenda Modifications
None.

1.3 Approval of Minutes for February 4, 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. Mary Ann Martinez-Sanchez

Dr. Martinez-Sanchez was present to give the Provost report. As Dr. Jose Leyba had informed the Council at the February 4th meeting, 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 were selected to participate in the survey. Visitations to classes have taken place and the results will be published when compiled. Faculty have now been asked to complete a survey that will accompany the student data to provide a well informed report.

2.2 Liaison Report – Janet May

Janet May shared the following February recruitment statistics:

- 412 applications were received in the month of January with 69% indicating they applied directly from the PCC website; 10% from other website referrals and 14% from employee referrals
- 12 positions-general, designated and restricted were filled with internal and external candidates
- 736 applicants signed up to receive interest cards; 2,057 is the total of requests for calendar year 2011 to-date
- 43 general funded positions were on hold
- 18 auxiliary, designated and restricted positions were under recruitment and selection

Employees Affected by Restructuring was discussed:

Janet May, Vice Chancellor for Human Resources, informed the council that all employees affected by the restructuring of the College have met with Human Resources Analysts regarding available positions. These individuals have begun the process of interviewing for positions which match their skill sets. Supervisors are being notified of eligible individuals and times for interviews are being scheduled.

General Funded Positions on Hold:

Human Resources is anticipating beginning the week of March 7, 2011 opening some of the held vacant general funded positions for recruitment and selection. The first positions to be opened will be at levels higher than the positions the employees affected by restructuring are currently holding. Positions removed from hold will be externally posted for an additional five work days.

Arizona State Retirement System:

Janet May also suggested that members visit the Arizona State Retirement System website: www.azasrs.gov to keep up to date on the latest news regarding their contributions and benefits.

3. EMPLOYEE REPORTS

3.1 AFSCME Report – Shawn Graham on behalf of Rose Bolz

Meet & Confer is underway and has been very positive and productive.

3.2 ACES Report – no report

4. COUNCIL REPORTS

4.1 Board of Governors Report – Tim Kelliher

Faculty Senate announced new officers. Faculty Senate will be holding a book drive in the coming months to benefit the “Read Between the Bars Program” for prison inmates. Faculty submitted surveys that reflected they were pleased with their benefits, compensation, professional development and work load. With 10% of faculty retiring in next two years, faculty are concerned this will have a bearing on the benefits. Dr. David Bea, Executive Vice Chancellor for Administration, stated he would look into the issue. Faculty Senate also addressed the use of Student Learning Outcomes, ways to align policies with current practices, hiring practices, fiscal responsibility and the concern over a process called “Leap Frogging.” This has to do with seniority and pay levels.

Debbie Yoklic, Assistant Vice Chancellor, showed the power point that was presented to Staff Council at the January 7th meeting addressing suggestions for utilizing PowerPoint to the best advantage in meetings.
There was discussion on SPG 3501AA which will set new limits of entry into the college.

ASCME stated their concerns over working on weekends and being forced to use vacation time instead of working with their supervisors on solving the problem. ASCME also requested that the BOG’s look into the staff being able to apply during the internal process instead of waiting until it goes external. It was thought this process would save time, money and a great deal of frustration. Compensation for those promoted internally does not match that of external.

ACES discussed their networking process and how it has brought the college employees together in a more cohesive manner. A financial statement was given for October Fest dollars. A total of 1500 people attended with a total of $5,900 collected. This was turned over to DMAFB Military Affairs Office for distribution to military needy families. Meet and Confer concerns were: the increase of Professional Development Funds, consistency in Reclassification Process, updated the language used for getting Professional Development Funds and the possibility of setting a day once a year to convert sick time to annual leave.

Dr. Roy Flores, Chancellor, thanked all groups for their hard work, long hours, and their valuable input to the program. Dr. Flores stated that he wanted the college to have a greater enrichment program with all three state universities in the future. He also reiterated that PCC can no longer operate effectively charging $300/per student while spending $6,000/student. Dr. Flores also shared a statistic about high school drop outs: Tucson and Maricopa have more high school drop outs then the population of Pittsburg, PA.

4.2 Campus/District Report(s)

Downtown Campus is in the process of the Veteran Student Registration area. This is a pilot project that will be eventually replicated on the other campuses. Downtown Campus is also doing some construction that will allow for a small gym on the campus.

5. OTHER BUSINESS

5.1 Vote for Bylaw Amendments – Wendy Dosch

A motion was made to amend the Staff Council Bylaws that the Historian member be changed from a one-year to two-year term. The justification for the amendment is to allow sufficient time for the Historian to be properly trained and create consistency. There were no objections and the motion passed.

A motion was made to amend the Staff Council Bylaws that the Co-Chairperson position be changed to a Chair-Elect position with the first right of refusal. The justification for the amendment is to create a consistent and smooth transition through leadership roles. There were no objections and the motion passed.

5.2 Council Sub-committees Updates

5.2.A Marketing

The marketing sub-committee met and discussed ways to get the word out about Staff Council. Some ideas included Staff Council shirts, posters and newsletter. Historian, Jorge Caballero, discussed the need to update the PCC website. Jorge will sample shirts to the next Council meeting.
5.2.B Fundraising

Seven ideas were presented by the fundraising sub-committee:

- AVIVA- collecting school supplies for children that can’t afford them; boxes placed around campuses/locations for collection; dates for event TBD; needs to be mentioned in the newsletter and other campus communications
- Restaurant percentage-up to 20% given from restaurants based on coupon/vouchers that are used during designated days/times
- Bracelets—not rubber ones but metal stamped from WC art department to be sold; cost and time involvement unknown at this time
- Entertainment books—sale of books with coupons from area businesses; no upfront costs; number sold determines the percent collected; closes middle of November
- Sodexho combos-ten cents collected off of every combo meal sold; last year raised $750; little effort involved-creation of posters for Sodexho to then take and post; suggested from Sodexho manager that it happen 2 times a year at least—perhaps once each semester; attach flyer to newsletter and other communication avenues
- T-shirt design contest-student contest to design a retro t-shirt perhaps of PCC logo or utilizing logo and/or agency such as Diabetes Foundation to help sponsor; local “celebrity” judges for contest; perhaps piggyback onto existing events in college such as Northwest Campus Earth Day; produce just a limited number to make it more appealing

Another idea presented by a Council Representative was “Penny Pitching”, collection of pennies/loose change. Legality of this was questioned and more info was suggested.

A motion was made to vote on fundraising events. The results are as follows:

- AVIVA – yes
- Sodexho – yes
- Restaurant (only 2) – yes
- Entertainment books – no
- Bracelets – no
- Collection of pennies – no
- T-shirt contest – yes

Jorge is to bring to next meeting some sample of poster ideas and restaurant choices for a vote.

5.2.C Staff Recognition

Committee suggested choosing a ‘staff of the month’ at each campus/location. A certificate and/or small token would be given; also suggested was a small traveling “something” that would state “Staff of the Month”. A suggestion was also made to list in the newsletter. The discussion produced many suggestions on possible ways to select and what to award, the discussion was tabled for the April 1, 2011 meeting.

6. OPEN FORUM/QUESTIONS

Minutes will reflect that Shani Stewart is added to the Marketing committee.

7. ADJOURNMENT

Next meeting Friday, April 1st, 2011 8:30 – 10:30 am at the Community Campus TV Studio.