Members Present: Becky Petelle, Connie Phifer, Dan Pinard, Cameron Purdie, Mykle Zoback, Kyle Mutz, Donna Cohn, Autumn Palmer, Michele Betzen, Chris Bonhorst, David Clark, Aurie Clifford, Wendy Dosch, Jan Posz, Linda Ellis, Robert Ramirez, Irene Sherlund, Walter Silvas, Christy Yebra, Sriura Weirich, Tim Kelliher, Dana Brentt, Fatima Wilson, Jorge Caballero, Rose Bolz, Shawn Graham

Excused Absence: Terra Benson, Leslie Hollander

Unexcused Absence: Shani Stewart, Edie Pearson

Non-voting Members/Visitors/Guests: Dr. Suzanne Miles, Deborah Yoklic, Doreen Armstrong, Janet May, Shawnee Hanzlick, Andrew Plucker

1. GENERAL MATTERS

1.1 Introductions
Introductions were made.

1.2 Agenda Modifications
None.

1.3 Approval of Minutes for October 7, 2011
The minutes were approved with spelling corrections.

1.4 Public Comment and/or Questions
None.

2. BUSINESS

2.1 Provost Report – Dr. Suzanne Miles

Dr. Suzanne Miles passed on greetings from Dr. Flores. He is doing well and his doctors shared with him that once the healing is complete he will have more energy than ever before.

The next presentation in the speakers’ series is Tuesday, November 15 from 6 pm to 7 pm in the Community Board room at the District Office. Dr. Mark Nelson, Music faculty member at WC will be speaking on “The Tuba as a Solo Instrument: A 75-year Retrospective.” Beginning February 2012 a new series will begin and Dr. Miles will share that schedule in December or January.

Finally, Dr. Miles announced the opening of the Veteran’s Center at DC on Thursday, November 10. The opening will begin at 2 pm in the Amethyst room and following will be tours of the center. All are welcome to attend.
2.2 Liaison Report – Janet May

Janet shared the following recruitment statistics:

- 835 applications were received in October with 67% indicating they applied directly from the PCC website; 20% from other websites and advertising referrals and 13% from employee referrals.

- 1022 applicants signed up to receive interest cards; a total of 8,893 requests for calendar year 2011 to-date.

- 17 positions general, designated and restricted were filled with internal and external candidates:
  - 6% from internal candidates and 94% external applicants.

Other updates from Human Resources include:

- During the 2010 – 2011 Meet and Confer process, changes were made to the classified Exempt and Classified Non-Exempt Personnel Policy Statements. These changes dealt with the timeframe when unused accrued sick leave can be transferred to annual leave. For those regular exempt and non-exempt staff that have anniversary dates between July 1st and December 31st and wish to transfer unused sick leave to annual leave, the opportunity to make the request is December 2011. Watch for more information to be communicated through @PimaNews.

- Draft copies of the Organizational Charts for the College have been released to all campuses and District Offices for review. Once the charts have been finalized they will be posted on the Pima Community College Intranet under Human Resources.

2.3 Chancellor Report – none

3. EMPLOYEE REPORTS

3.1 AFSCME Report – none

3.2 ACES Report – Andrew Plucker

- General Membership Meet and Confer Kick-off meeting was held on Tuesday, November 1, 2011, 8:00–11:00 am at the Manning House. There were 45 people in attendance. All exempt staff were canvassed throughout the month of October and asked to email issues they would like to be considered for inclusion in the meet and confer process this year. There were 10 possible issues were put forward for consideration:
  - 6 non-compensation issues
  - 4 with possible economic impact on the College.
The issues were discussed at the meeting and each attendee was asked to rank the issues in order of importance. The attendees were also surveyed on their preference if given a choice in salary increase between being awarded a step, or given a lift to the overall salary schedule. A step is a 2 ½% individual salary increase vs. a lift which is applied to everyone. ACES Officers will meet the second week of November discuss the results of the meet and confer discussions and issues rankings. They will then take the issues that have been given highest priority and develop policy proposals for inclusion in the meet and confer process.

- **7th Annual Oktoberfest BBQs** took place throughout the month of October. Events were held at each campus, the District Office, and Davis Montan Air Force Base. Altogether, the events served 1,468 people and grossed $7,663.75. All proceeds from the events will go to holiday food baskets and emergency requests from the families of the men and women who have been deployed from Davis Montan AFB. A big thank you was issued to Dana Wakefield for coordinating this huge event. Desert Vista incorporated a dunk tank in the event this year and Andrew suggested that other campuses may want to take a look at doing the same or similar additions.

4. **COUNCIL REPORTS**

4.1 **Board of Governors Report – Tim Kelliher**

The PCC Board of Governors met on October 19, 2011 at the District Office.

- Benito Illas addressed the Board regarding his concerns about ethics in administrative response.
- Rose Bolz reported on the October 7 Staff Council meeting. A summary of the meeting included:
  - Dr. Miles appreciation of the participation in Days of Caring and the ceremony for the Gabe Zimmerman presentation.
  - Dr. Flores reported on the Pathways to Pima Program-it will be implemented in spring and affect summer enrollment
  - Dr. Flores also informed every one of his upcoming surgery and the plans for Dr. Miles to assume the administrative role in his absence.
  - September recruitment statistics and Cyclical Review process were reported by Janet May.
  - Michael Coiro, Executive Director reported that the Executive Board for AFSCME met twice and decided to use funds normally utilized for 2 four year scholarships for 15 GED assistance scholarships for the AFSCME members'/families.
  - ACES first general membership meeting of the year was held on September 15th. The General Membership Meet and Confer kick-off meeting will be held Tuesday, November 1, 2011 at the Manning House.
  - AVIVA School Drive gathered three truckloads of schools supplies and they have been delivered.
  - There is room resolution in the House of Representatives to dedicate a room on the House side in honor of Gabe Zimmerman. A vote is pending for the final approval.
  - The next Staff Council Meeting will be Friday, November 4, 2011.
• Amber Bright and Mari Guillen reported on recent events from each campus:
  o Community Campus had 6 adult education students attend the 23rd annual YWCA Women’s Leadership Conference.
  o Desert Vista Student Government members will volunteer and pack boxes for the Food Plus Program for children and seniors 60 and older that qualify for monthly food supplies.
  o Downtown Campus Student Government and Student Life will sponsor “Conversations Café at Pima Community College.” Attendees will practice civility in communication and discussion of pertinent and meaningful issues, both locally and globally.
  o East Campus Student Life hosted a retreat on September 30th for part one of Pima Leadership Institute Bronze Level Certificate Program.
  o Northwest Campus partnered with the NW YMCA to host a safe Halloween event for children on October 29th.
  o West Campus hosted a Health and Safety Fair. Community health agencies will be providing testing and information.

• Patty Figueroa and Kimlisa Duchicela shared information from the October 7th Faculty Senate meeting which included:
  o Dr. Miles gave a presentation on Pathways. The Senate saw a presentation on Adult Basic Education given by Dean Deborah Gaddy. Janet May gave a brief explanation of the Department of Labor’s job classification and the regulations for exempt and non-exempt employees. Donna Gifford informed the Senate that an online Advisory Committee was formed which will meet once a month. In the PCCEA report, Rita Flattley stated that the annual faculty survey will be ready in November and thanked everyone for their participation.
  o Board Chair Marty Cortez thanked everyone for their participation in the “Day of Caring.”
  o Dr. Miles thanked the students involved in the Leadership Conferences and to all those that participated in the “Day of Caring.” She also recognized ACES for the barbecue efforts for military families. She gave an update on the Chancellor’s recovery.
  o Dr. David Bea reviewed the financial statements for the period ending August 2011. He noted that the increase in net assets through the month end, year-to-date is approximately 6.7 million dollars.

The next BOG meeting will be held at the District Office on November 9, 2011, 7:00 pm.

4.2 Campus/District Report(s)

• CC will be having their annual Winter Potluck.
• WC bookstore was commended on their display for the t-shirts.
• There will be a January 8th “Run for Office” fun run.

5. OTHER BUSINESS

5.1 T-shirt Sales Report and Progress – Wendy Dosch
We have raised $6,240 to date in t-shirt sales, giving us a profit of $2900.

5.2 Staff Council Representative Election/Marketing – Mykle Zoback

- The link was sent out for voting for Staff Council members. It was sent in PimaNews and to all those eligible to vote. Results will be sent out and officially announced at the December meeting.

6. OPEN FORUM/QUESTIONS

Next meeting is at Desert Vista and is our Holiday breakfast meeting. Bring a white elephant gift if you wish to participate and send any photos to Dan Pinard so he can produce a slide show.

7. ADJOURNMENT

Next meeting: Friday December 2, 2011 8:30 am – 10:30 am at the Desert Vista Campus — Ocotillo Room