Members Present: Dee Burns, Dan Pinard, Cameron Purdie, Mykle Zoback, Donna Cohn, Cindy Gomez, Benetta Jackson, Chris Hauser, Karyza Ochoa, Robert Ramirez, Mark Roybal, Shani Stewart, Wendy Turner, Jennifer Wellborn, Barbara Soto, Fatima Wilson, Jorge Caballero, Edie Pearson, Rose Bolz, Shawn Graham, Barbara Soto

Excused Absence: Amy Parker, Linda Ellis, Jan Posz, Irene Sherlund, Ranee Tanner, Sriura Weirich, Tanisha Arnett

Unexcused Absence:

Non-voting Members/Visitors/Guests: Charlotte Fugett, Doreen Armstrong, Lori Cox, Dr. Dolores Duran-Cerda, Andrew Plucker

1. GENERAL MATTERS

1.1 Introductions
   Introductions were made.

1.2 Welcome new members
   Chairperson Wendy Turner welcomed Karyza Ochoa, Barbara Soto, and Tanisha Arnett to Staff Council.

1.3 Agenda Modifications
   No agenda modifications were requested/made.

1.4 Approval of Minutes
   1.4.1 May 4, 2012 – approved
   1.4.2 June 7, 2012 – approved

1.5 Public Comment and/or Questions
   No public comment and/or questions.

2. BUSINESS

2.1 Liaison Report – Doreen Armstrong on behalf of Janet May
Assistant Vice Chancellor Doreen Armstrong shared the following recruitment statistics:

- 1049 applications were received in the month of June.
- 15 positions general, designated and restricted were filled with internal and external candidates.
- 67% from internal candidates and 33% external applicants. The 2012 year-to-date numbers are 95 positions hire with 36% from internal candidates and 64% from external.

Other updates from Human Resources included:

- The fiscal year 2012 – 2013 personnel policy statements have been updated and are available on the web under Administrative Services > Human Resources-Employee Services > Personnel Policy Statements.
- Step Plan forms for the new fiscal year are available on the Intranet, under Forms > Human Resources. Please refer to the Personnel Policy Statement for your employee group for more details.
- All College Day is scheduled for August 17. This year’s theme is “Pima, It’s All About You!” Employee talent from across the College will be featured along with Outstanding Employee awards and the day will conclude with workshops for staff, CDACs, Faculty Senate Meetings and box lunches. The College will re-open at 1:30 pm.

2.2 Acting Provost and Executive Vice Chancellor Report

Acting Provost Charlotte Fugett provided the following announcements:

- Dr. Jerry Migler will begin his role as Provost and Executive Vice Chancellor effective July 30, 2012.
- The Intranet site for Grants One-Stop Center is online.
- Statistics and progress for the College Plan will be presented to the Board of Governors in August. More information is available on the Intranet.
- Congratulations to longtime athletic trainer Ben Carbajal who was given an award by the National Athletic Trainers Association, and was featured in an article in the Arizona Daily Star.

2.3 Interim Chancellor Report – Dr. Dolores Duran-Cerda on behalf of Dr. Suzanne Miles

Dr. Duran-Cerda provided the following announcements:
• Dr. Miles wishes to relay that the College is operating business as usual.
• The Board of Governors has selected the firm of R.H. Perry & Associates of Washington, D.C. to conduct the search for a new Chancellor.

2.4 Internal Audit Update & Charter Review – Lori Cox, Internal Auditor

Lori Cox provided two documents outlining the scope, process, and activities of Internal Auditing.

Items discussed included:

- Part of the formal definition explains that Internal Audit, “helps an organization accomplish its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.”
- The office has a broad charter that encompasses all areas of College business, emphasizing issues of Ethics, Compliance, Finance, Legal, and Public Safety.
- They will perform a systematic review of all processes, consulting with experts for technical areas as needed (such as IT).
- They have a presence on the PCC Intranet under “Administrative Services”.
- Provisions are being made for specific questions or concerns to be reported using a 3rd party provider, online or through an 800-number. This will be anonymous. Safeguards are in place to ensure it is not used for retaliation or harassment.
- Question: Is the Institutional Climate Survey information used in this process? Answer: If a recurring pattern of concern is showing, that will guide the audit review process.

2.5 AVIVA Children Services – Bonnie Demorotski

Bonnie shared some background info on AVIVA and some event dates.

- There is a State of Arizona hotline to report child abuse (888-SOS-CHILDS).
- Since February, there has been a 53% increase in “dependencies” – children being removed from homes. Consequently, there is a desperate need for foster parents.
- AVIVA provides many services to children of all ages, including distributing backpacks and school supplies. Staff Council is currently collecting supplies of all kinds.
- AVIVA will have a distribution event July 20, with volunteers needed for preparation night, July 19. A second distribution takes place in December, so supplies are still accepted. Those interested can attend a “Meet AVIVA” event July 25 at 12:15. Contact Bonnie at 327-6779 ext.13 or www.AVIVATucson.org

3. EMPLOYEE REPORTS
3.1 AFSCME Report – Rose Bolz

- Rose Bolz was one of the members that attended the 40th International Convention in Los Angeles this summer. A new President was elected, the previous one having served for 31 years. Speakers included former House Speaker Nancy Pelosi and Vice President Joe Biden. A special award was given to Gabrielle Giffords.

3.2 ACES Report – Andrew Plucker on behalf of Jason Brown

- New officers elected are: Member at-large, Greg Wilson; Secretary, Alma Yubeta; President-elect, Julie Hecimovich. As previously reported, the new President is Jason Brown, with Andrew Plucker as Past President.
- A reminder that applications for the first round of professional development and educational enrichment awards for fiscal 2012 must be received by Ed Gallagher by Friday, July 13.
- Networking events: the Tucson Padres and fireworks event on June 30 went well. ACES may have a meeting at All College day (details to come).

4. COUNCIL REPORTS

4.1 Board of Governors Report

- No report.

4.2 Campus/District Report(s) and Updates

- Downtown Campus will hold a training program for assistance dogs. Also, specially trained animals may be available to help people stay calm during high stress times such as exams.
- Volunteers are still being sought for a talent video to be shown at All College Day. Contact Dan Pinard or Gloria Helin-Moore to be included. Staff at Community Campus will film your short (2-3 minute) performance.

5. OTHER BUSINESS

5.1 Announcements

- Please encourage your talented and/or amusing colleagues to participate in the Talent video for All College Day!
• AVIVA collection boxes will be available through Sept. 6. AVIVA accepts gift cards and monetary donations, new clothing, school supplies, backpacks, jackets, blankets, linens, dishes, etc.
  ○ ACES may organize a special jacket and blanket drive in conjunction with their Bar-B-Ques.
• Official notebook folios were distributed as a thank-you to all Staff Council members.

5.2 Fundraising update

5.2.1 T-shirt Design Contest – Jorge Caballero and Wendy Turner

A meeting was held with our faculty sponsor, Dennis Landry, for graphic arts and design students. Students in drawing, photography, and graphic design will participate and submit proposals. [An interesting trivia item also came from this meeting: the origin of the Pima logo! It is based on a cross-section of a barrel cactus]. Designs by the West Campus Digital Arts students will be accepted, reviewed, and a design will be selected for a 2013 calendar and t-shirt. Proceeds from the sales of the calendars and t-shirts will go to scholarships. Design proposals will be available at the next meeting. Roll-out of the new shirts will be at All College Day, Aug.17. Shawn Graham will contact the bookstores about carrying the t-shirts and calendars this year.

5.2.2 Pap Murphy’s Customer Appreciation Cards – Wendy Turner

No commitment from the owner to-date. Also, the cards now only offer discounts and no free items. We will look into approaching another restaurant, preferably one locally owned. Some suggestions included Mama’s Hawaiian and Eegee’s.

6. OPEN FORUM/QUESTIONS

None.

7. ADJOURNMENT

Next meeting: Thursday August 2, 2012 8:30 am – 10:30 am at Desert Vista Campus — Ocotillo Room (Pueblo Building)