Members Present: Dee Burns, Connie Phifer, Dan Pinard, Cameron Purdie, Mykle Zoback, Donna Cohn, Cindy Gomez, Benetta Jackson, Amy Parker, Chris Bonhorst, Linda Ellis, Chris Hauser, Mark Roybal, Irene Sherlund, Shani Stewart, Ranee Tanner, Wendy Turner, Sriura Weirich, Jennifer Wellborn, Christy Yebra, Tanisha Arnett, Barbara Soto, Fatima Wilson, Jorge Caballero, Edie Pearson, Rose Bolz, Carissa Urbalejo.

Excused Absence: Terra Benson, Jan Posz, Karyza Ochoa, Robert Ramirez, Tim Kelliher, Shawn Graham.

Unexcused Absence:

Non-voting Members/Visitors/Guests: Dr. Jerry Migler, Janet May, Dr. Delores Duran-Cerda, Jason Brown, Kay Dodder

1) GENERAL MATTERS
1.1 Introductions
1.1.1 Introductions were made.

1.2 Agenda Modifications
1.2.1 No agenda modifications.

1.3 Approval of meeting minutes from August 2, 2012
1.3.1 The meeting minutes were approved as amended.

1.4 Public Comment and/or Question(s)
1.4.1 No public comment and/or questions.

2) BUSINESS

2.1 Liaison Report – Janet May
2.1.1 Vice Chancellor May shared the follow recruitment statistics:
2.1.1.1 962 applications in August, 52 filled (includes faculty & administrators): 20% internal, 79% external. Year-to-date: 158 hires, 32% internal, 68% external.

2.1.2 Vice Chancellor May also relayed the following information on behalf of Human Resources:
2.1.2.1 The due date for initial Step Progression Plans for exempt employees is October 31. For non-exempt staff there is no cut-off date to file an initial plan, but they are encouraged to file as early as possible. Completed plans should be submitted by June 1.
2.1.2.2 Training for Web Time Entry is available through September 14. To-date, 284 employees have participated in the training. There is also an online tutorial if employees are unable to attend one of the training sessions. The new system goes online for non-exempt staff on September 22.

2.1.2.3 Federal Work Study program: the new process for hiring Work Study students is through the Pima Jobs website. The application process is much faster. The College has received 2614 applications, compared to 848 last year at this time.

2.2 Provost and Executive Vice Chancellor Report – Dr. Jerry Migler

2.2.1 Dr. Migler announced that PCC is ready to launch the Online Standing Committee, which will oversee the online education options. The trend in higher education is moving from simply providing access to education to ensuring student success by providing more follow-up when students have problems. Dr. Migler also shared that the federal policy changes are making it more difficult for students to complete a degree, due to obstacles such as tightening of Pell Grant eligibility and time-frame requirements.

2.2.2 Dr. Migler also announced that there is an opening in the Provost’s Office for a Senior Assistant to the Provost. Dr. Migler announced that Dr. Heather Tilson is now the Executive Director for Planning and Institutional Research.

2.3 Interim Chancellor Report – Dr. Delores Duran-Cerda on behalf of Dr. Suzanna Miles

2.3.1 Dr. Duran-Cerda shared the following on behalf of Dr. Suzanne Miles:
- The College has responded to the Higher Learning Commission regarding complaints about the College from the citizen’s group C-FAIRR, and through anonymous letters. The College maintains that the concerns are baseless, but an investigation into the allegations is ongoing.
- Work is underway on a new Facilities Master Plan, Academics/Accreditation, and the search for a new Chancellor. The plan should be finalized by March/April. The Board will meet tonight to determine the makeup of the Advisory Committee for the Chancellor search.
- Reminder that the Halloween/Fall season door decorating contest will be College-wide this year. Details were sent out in @PimaNews.
- The Ethics & Compliance hotline will be implemented in mid-September. More information will be sent out soon.

2.3.2 Standard Practice Guides and Board Policies discussion (attachments)

2.3.2.1 SPG1501/AD is an update to the language regarding changing business practices. Our written policies must stay in compliance with Federal and State laws, and we are trying to remove redundancies in the policies.

2.3.2.2 SPG2701/AA is an update to copyright practices. Any questions or comments can be submitted on the website, it will be open for comments for 21 days, then submitted for Board review.

3) EMPLOYEE REPORTS

3.1 AFSCME Report (Rose Bolz)

3.1.1 No report.

3.2 ACES Report — Jason Brown
3.2.1 ACES conducted an online survey of exempt staff and are compiling the results. A full report will be available in November.

3.2.2 The Professional Development Committee was able to allocate all their available funds - $130,000. A few applications are still pending.

3.2.3 ACES continues to have networking events, the next one is Sept. 22, an “Intergalactic Potluck” at Bill Holmes’ house, with stargazing. The annual October barbeques benefitting military families will be announced soon. ACES will attend a play at West campus on Nov. 8, and a December holiday party is being planned.

4) COUNCIL REPORTS

4.1 Board of Governors Report
   4.1.1 No report.

4.2 Campus/ District Report(s) and Updates
   4.2.1 Desert Vista Campus: The Center for Training & Development is having a healthcare open house Sept, 18 from 3-7 p.m.
   4.2.2 Community Campus: Dan Pinard was named Employee of the Month – Congratulations, Dan!

5) OTHER BUSINESS

5.1 National Thyroid Cancer Awareness Month – Jorge Caballero
   5.1.1 Brochures and ribbons were distributed to increase awareness of this very treatable disease.

5.2 Fundraising Update
   5.2.1 To-date, Staff Council has made $1,535 from t-shirt sales. We have the first new design (Man in the Maze) available now and the second (Arizona Flag) is in production.
   5.2.2 Roughly 75 of the old design (Light Bulb) are left, and the inventory must be cleared out for sales of the new t-shirts. Sales of the light bulb design slowed dramatically in the bookstores. There was discussion and suggestions to bring the price down from $10 to $5 and to offer them at upcoming Campus events. Campus Representatives will send a list of campus events to Chairperson Wendy Turner to compile. Everyone should consider volunteering to staff the table and sell t-shirts!
   5.2.3 Reminder – AVIVA school supplies donations pick-up after adjourned meeting

6) OPEN FORUM/QUESTIONS

6.1 In coordination with the United Way Day of Caring, each campus will “adopt” an elementary school and provide volunteers and support throughout the year.

6.2 Staff Council agreed to volunteer at an elementary school for one day in the month of October for a joint United Way Day of Caring event. It was suggested by Christy Yebra that Staff Council help out a nearby school in need, Menlo Park. It was discussed and agreed upon that Staff Council is unable to “adopt” an elementary school on an on-going basis, as a result of time constraints and commitments.

7) ADJOURNMENT
8) Next meeting: Friday, October 5, 2012
8:30AM – 10:30AM
Community Campus, TV Studio