Staff Council Meeting Notes  
Friday, October 5, 2012  
8:30 am – 10:30 am  
Community Campus, TV Studio

Members Present:  Dee Burns, Dan Pinard, Cameron Purdie, Mykle Zoback, Donna Cohn, Cindy Gomez, Chris Bonhorst, Jan Posz, Linda Ellis, Chris Hauser, Karyza Ochoa, Robert Ramirez, Mark Roybal, Irene Sherlund, Shani Stewart, Wendy Turner, Sriura Weirich, Jennifer Wellborn, Tanisha Arnett, Barbara Soto, Fatima Wilson, Jorge Caballero, Rose Bolz, Carissa Urbalejo, Shawn Graham.

Excused Absence:  Tim Kelliher, Connie Phifer, Benetta Jackson, Amy Parker, Ranee Tanner, Jennifer Wellborn, Christy Yebra, Edie Pearson

Unexcused Absence:  Terra Benson

Non-voting Members/Visitors/Guests:  Dr. Suzanne Miles, Dr. Jerry Migler, Dr. David Bea, Janet May, 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 September 7, 2012  
   1.3.1 The meeting minutes were approved.
   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 1404 applications in September, 21 filled (includes faculty & administrators): 14% internal, 86% external. Year-to-date: 179 hires, 30% internal, 70% external.
   2.1.2 Vice Chancellor May also relayed the following information on behalf of Human Resources:  
   2.1.2.1 Dr. James Sanchez, the College psychologist, will be available for office hours at each campus on a rotating basis, for 2-4 day per month. He can assist with compliance and ethics issues as well as employee and student interactions or speak to group or department meetings.
   2.1.2.2 Web Time Entry is up and running. Forty-five training sessions were conducted with over 580 participants.
   2.1.2.3 The due date for exempt staff to submit their initial Step Progression Plans is Oct. 31.

2.2 Provost and Executive Vice Chancellor Report – Dr. Jerry Migler
2.2.1 The Public Safety and Emergency Services Institute is in the process of moving to the 29th St. Coalition Center and will be officially be open there by the end of the year.

2.2.2 We are looking at a new vendor for student financial aid support services over the telephone. Xerox Corporation has a subsidiary company that has experience in this area. This should improve access to financial aid and make the process easier for students. They expect to be in place by January 2013. Training sessions are under way for student services providers at all the campuses, including round tables where staff can discuss issues.

2.2.3 The College has a new program called Salt, which is a call-in or web-based service to provide financial guidance and someone for students to talk to about managing their finances, including student loans. This service also includes general financial literacy, budgeting, etc., and is available to College staff.

2.2.4 The College is moving forward with automating many processes within the Provost’s Office, including Financial Aid, Veteran’s Services, to improve service to students.

2.3 Interim Chancellor Report – Dr. Suzanne Miles

2.3.1 Dr. Miles shared the following:

2.3.1.1 PCC won 10 awards from the National Council for Marketing and Public Relations in eight categories for writing, design, our web site, and marketing.

2.3.1.2 The Halloween/Fall door decorating contest, now College-wide, has had a great response with 76 offices participating.

2.3.1.3 The Adult Basic Education/East side Learning Center has moved to the 29th St. Coalition Center (formerly Roberts Elementary School)

2.3.1.4 The Provost’s Staff Recognition award for October was given to Gary Hudman in Business Systems.

2.3.1.5 For clarification, internal audits are conducted to look at processes, not individuals. This is a standard and ongoing practice to review and improve our procedures. Several audits are currently underway, including one for Contracts which is a very complex area and will take 8-12 months to complete.

2.3.1.5.1 Question regarding the College Plan forums being held at various locations: these seem directed at external constituents. Answer: yes, for the first group we want to get outside perspectives. Staff and faculty will have opportunities for input later.

2.4 Smoking Area Review – Dr. David Bea, Executive vice Chancellor for Administration

2.4.1 The College is reviewing compliance with the state Smoke-Free Arizona Act. All PCC locations were surveyed and found that signage, compliance and practices varied. Enforcement of the Act can also be a problem. We are considering several options: 1) Continue the current policy with better enforcement; 2) Create a smoke-free college; or 3) Develop defined smoking and non-smoking areas. Currently Dr. Bea’s office is gathering input, and will make a final recommendation in December. Contact Bill Ward, Dr. David Bea, or your appropriate campus administrator with your feedback.

2.4.1.1 Question: does this policy apply to electronic cigarettes? Answer: yes, it should.

3) EMPLOYEE REPORTS

3.1 AFSCME Report – Rose Bolz

3.1.1 Elections for Meet & Confer will be this month – look for ballots soon.

3.1.2 On October 20th Downtown Campus will host the 2nd Annual Women’s conference “We Make It Happen”

3.2 ACES Report — Andrew Plucker
3.2.1 ACES is in the planning stages for Meet & Confer – contact any of the officers with ideas. ACES will meet on November 1 to discuss ideas.
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 Upcoming networking events:
   - Wait Until Dark performance at West campus
   - Stargazing potluck
   - Community outreach barbeque fundraisers – happening throughout October at each campus, see Pima News for details

4) COUNCIL REPORTS

4.1 Board of Governors Report – Rose Bolz for Tim Kelliher
4.1.1 Public comment at the last meeting was dominated by the citizen’s group C-FAIRR, which has voiced concerns about the Board, PCC Administration, and College finances.
4.1.2 There was a suggestion to name a building after the late Larry Toledo, the College’s first executive director of athletics.
4.1.3 31 community members and 2 PCC Board Members were confirmed to participate on the Chancellor Search Advisory committee.
4.1.4 Dr. Miles reported on the progress of the Pima Academy program to help students transition to Pima.
4.1.5 There is a new and improved nursing program at West campus.

4.2 Campus/ District Report(s) and Updates
4.2.1 East campus is working with the Clements Center for their 16th Annual Safe Halloween event which will be held on Oct. 27.
4.2.2 Northwest campus will have a Trick-or-Treat event on Oct. 27.
4.2.3 District Office is hosting the employees from Xerox who are getting orientation to Pima before taking on Financial Aid support services.
4.2.4 West Campus Center for the Arts will host a fundraiser October 20 with a performance of “I Can Tango”. Tickets will be $20

5) OTHER BUSINESS

5.1 Staff Council Meeting Locations – Dan Pinard
5.1.1 Dan provided some background information about why Staff Council meets in the Community Campus TV studio. For many years, Faculty Senate meetings were broadcast live, and so the meetings were held in the studio. Staff Council meetings needed to be recorded, so we took advantage of the audio/video setup and held our meetings earlier in the day in the same room. Now Faculty Senate has decided to move their meetings to the Downtown Campus Amethyst Room, which is larger and has AV facilities they can use. This means there is no real reason for Staff Council to meet in the TV studio. The other large meeting rooms at Community are booked for our usual time slot. A proposal was made to move Staff Council meetings to the District Office meeting room (A206) which is larger and has AV capability. We also have the option to purchase a small recording device like the one Dan Pinard has been using to record audio for the minutes. This would allow us to record the meetings wherever they are, and in case we did not have the services of an expert like Dan.
5.1.1.1 The proposal to move the meetings was approved, and Staff Council will meet at the District Office, room A-206 starting in January 2013.
5.1.1.2 The December meeting will be the annual Holiday meeting at Desert Vista Campus.
5.2 Fundraising Update
5.2.1 To-date, Staff Council has made $1,257 from t-shirt sales. Special thanks to Sriura, who is the Queen of Sales! Of the original (light bulb) design, there are no black shirts left, and 30 white shirts (15 Large, 11 XL, and 4 2XL). The new handprint/Arizona flag design will be produced after New Year. So far we have given over $3300 to the Gabe Zimmerman scholarship fund.

5.3 Staff Council Representative Elections
5.3.1 Ballots will be sent out electronically again this year. Volunteers from each campus to help with the elections are: Barbara Soto, Shani Stewart, Karyza Ochoa, Tanisha Arnett, Shawn Graham and Amy Parker.
5.3.2 Volunteers called for the Marketing committee, they include: Jorge Caballero and Jan Posz.
5.3.3 Planning for the holiday party will begin. Jorge Caballero and Dan Pinard will begin to contact people for suggestions and assistance.
5.3.4 Staff Council “Day of Caring” will probably not be at the Menlo Park Elementary School due to difficulty coordinating the event. We will likely work with Ben’s Bells. Contact Wendy Turner by e-mail for confirmation of Staff Council hours to apply to Step Progression Plans.

6) OPEN FORUM/QUESTIONS
6.1 None.

7) ADJOURNMENT

8) Next meeting: Friday, November 2, 2012
8:30AM – 10:30AM
Community Campus, TV Studio