Staff Council Meeting Notes  
Friday, November 2, 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, Benetta Jackson, Amy Parker, Chris Bonhorst, Linda Ellis, Chris Hauser, Karyza Ochoa, Robert Ramirez, Mark Roybal, Irene Sherlund, Shani Stewart, Ranee Tanner, Wendy Turner, Tanisha Arnett, Tim Kelliher, Barbara Soto, Fatima Wilson, Jorge Caballero, Rose Bolz, Shawn Graham

**Excused Absence:** Jan Posz, Sriura Weirich, Jennifer Wellborn, Edie Pearson

**Unexcused Absence:** Connie Phifer, Terra Benson, Christy Yebra

**Non-voting Members/Visitors/Guests:** Dr. Suzanne Miles, Dr. Jerry Migler, Doreen Armstrong, Jason Brown, Kay Dodder, Keith McIntosh, Brian Basgen, Dr. Dolores Duran-Cerda

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 October 5, 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 – Assistant Vice-Chancellor of Human Resources Doreen Armstrong on behalf of Vice Chancellor of Human Resources Janet May**

2.1.1 Assistant Vice Chancellor Doreen Armstrong shared the following recruitment statistics:

2.1.1.1 875 applications in October, 20 filled (includes faculty & administrators): 20% internal, 80% external. Year-to-date: 199 hires, 29% internal, 71% external.

2.1.2 Assistant Vice Chancellor Armstrong also relayed the following information on behalf of Human Resources:

2.1.2.1 The Cyclical Reviews have been completed for the first group (Administrators). The full schedule for reviews can be found on the Intranet. The next group’s review began November 1st and will be completed by February 28th. This group will consist of: Fiscal-Fiscal Support, Fiscal-Professional, Human Resources, Public Safety-Police Officer and Public Safety-CSOs and Administrative Specialists.

2.1.2.2 Election Day is Tuesday, November 6th. By Arizona state law, employees who do not have a three-consecutive-hour block of time during which to vote, either before or after work, may request paid time off to provide for a total of three consecutive hours. For Pima employees who work 8 a.m. - 5 p.m., this means either starting work at 9 a.m.
(three hours to vote from 6 a.m.) or leaving at 4 p.m. (three hours to vote before 7 p.m.). Employees who start work after 9 a.m. or leave before 4 p.m. are not eligible for additional time off since they already have a three consecutive hour block of time during which to vote.

2.1.2.3 Human Resources is going on a “Road Show.” Human Resources and Internal Audit will conduct a one-hour information sessions about the services and assistance available from Pima’s Human Resources and Internal Audit departments. Members of the Human Resources team and Internal Audit will visit each campus to share information and answer questions about the various services and support available to the College community from the psychologist, employee relations, EEO/ADA/AA staff and the College Internal Auditor. The dates/times are:

- East Campus, Nov. 5, 9-10 a.m., Community Room
- Desert Vista Campus, Nov. 5, 2-3 p.m., Ocotillo A&B, D-104
- Northwest Campus, Nov.6, 9-10 a.m., A-106
- M&S, Nov. 7, 2-3 p.m. MS-105
- District Office, Nov. 8, 2-3 p.m., C-105
- Downtown Campus, Nov. 8, 4-5 p.m. Amethyst Room
- Community Campus, Nov. 16, 2-3 p.m., A-109/112
- West Campus, Nov. 16, 4-5 p.m., J-G05

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

2.2.1 Spring registration begins November 12, 2012. “Proactive messages” will begin going out to students to help facilitate communication about the registration and advising processes. Financial Aid (Understanding Your Financial Aid Award) messages will be sent November 5th, 7th, and 9th. A general advising message will be sent out November 8th. These messages will be shared with Student Services staff prior to release to the students so they are aware of what the students may reference. The message will address that “online” registration begins November 12th even though the college is closed for Veterans’ Day.

2.2.2 The Higher Learning Commission (HLC) Monitoring Report is nearing completion. The most recent draft is being reviewed by a number of individuals and groups, including the SLO facilitators, Dr. Martinez-Sanchez, Vice Provost and Amy Davis, in her role as an SLO Facilitator. The progress was presented to the Board of Governors at the October meeting. As noted in previous meetings, the report is due to the HLC on January 15, 2013.

2.2.3 The University Of Arizona (UofA) is developing a new “Bridge” program for PCC students which will replace the former Joint Admissions agreement. Planning for this new program will be underway within the next few weeks. The goal is to provide a seamless transition from PCC to UofA.

2.2.4 Planning is underway for Spring Student Services Center (SSC) professional development workshops. These will be centered on two different tracks: advising/student development and learning new skills/experiences in current positions. Specific information will be available to SSC staff through a document that identifies topics, dates and times.

2.2.5 Concerning PCC Athletics:

2.2.5.1 Men and women’s soccer teams made it to the NJCAA Region I playoffs. The week of October 22nd PCC hosted the first round of the semi-finals. Even though eliminated in the second round, our athletes deserve congratulations for making the playoffs.

2.2.5.2 PCC Volleyball made the NJCAA Region I playoffs for the first time since 2008.

2.2.5.3 The Cross Country team completed in the NJCAA Region I championships as well this year.

2.2.5.4 The Women’s basketball team is now ranked 6th in the Region I Division II National Poll.
2.3 Interim Chancellor Report – Dr. Suzanne Miles

2.3.1 Dr. Miles shared the following:

2.3.1.1 There will be no Board of Governors meeting in December. Instead, PCC will go back to hosting a Holiday Reception.

2.3.1.2 A new entity is being created – the Arizona Community College Coordinating Council – which will represent the interests of all Community College Districts in Arizona. Each district will contribute funding based on FTSE. It is an attempt to increase our presence in the Legislature and lobby to restore funding, by explaining our contributions to the community.

2.3.1.3 An advisory committee is being created to survey enrollment trends, assessment and placement, and the Prep Academy. This committee will be chaired by the Provost and will include internal and external members. The Provost would like a representative from Staff Council to serve on the committee.

2.3.1.4 PCC has begun coordinating with local school districts to have our faculty meet with high school instructors in reading, writing, and math. This should help align the curricula and help high school graduates be better prepared for higher education and testing.

2.4 Password Security – Brian Basgen, Assistant Vice Chancellor for Information Technology and Keith McIntosh, Vice Chancellor for Information Technology

2.4.1 Assistant Vice Chancellor Basgen announced that IT is beginning a process to identify all staff passwords which may be easy to hack. Emails will be sent out if your password is deemed to be weak with instructions on how to improve it. The messages will be sent in batches from November 2012-January 2013. A strong password is at least 9 characters--preferably 14 characters in length, random, and unique.

2.5 Online Education Standing Committee Discussion – Assistant Vice Chancellor Dr. Dolores Duran-Cerda

2.5.1 Assistant Vice Chancellor Dr. Duran-Cerda shared information regarding the evolving process for PCC Online Education. The handout provided an overview of our history of online education. As technology and the needs of our community change, the college recognizes that our internal systems and process also need to develop to maintain the quality we expect for our students. The Standing Committee is working to continually evolve our modes of access to improve instruction and delivery. Kimlisa Duchicela is the contact for any questions/concerns regarding this process.

3) EMPLOYEE REPORTS

3.1 AFSCME Report – No report.

3.2 ACES Report — ACES President Jason Brown

3.2.1 Meet and Confer Kickoff Breakfast was November 1st at the Lodge on the Desert. Approximately 80 people attended. There was a lot of discussion for Meet and Confer topics for the coming year.

3.2.2 The last of the BBQs was held on Halloween. The amount raised for the military food boxes will be released once the final numbers are complete. All events were well attended.

4) COUNCIL REPORTS

4.1 Board of Governors Report – Tim Kelliher
4.1.1 Public comment concerned: the operations and funding for the Prep Academy; questions about SPG 3105 sections 6A, B, and C; and finally the public wishes to see more transparency out of the college.

4.1.2 Dr. Brenda Evens stated that on October 24th, 2012 the college held their first major meeting for the search for the new chancellor. Of the 32 selected 29 showed up and were very positive about their mission.

4.1.2.1 David Longoria also stated that he was very impressed with the advertising for the position

4.1.3 Scott Stewart and a group from the college went to Boston, MA and gave a presentation on both the Prep Academy and our new Admission process.

4.1.4 Desert Vista Campus President Dr. Johnson Bia and Vice President of Instruction Ted Roush gave a short update on how the Title V Grant was used and how it help to expand online courses, increase the Aviation Program, allowed more students to get access to courses, improved the Phlebotomy classes, supported tutoring services for ESL and Medical Assistant Program students and established an endowment to benefit DV students.

4.1.5 Interim Chancellor Dr. Suzanne Miles expressed her thanks to the Staff Council for hard work and drive in raising the money for the Gabe Zimmerman Scholarship Fund.

4.1.6 Vice Provost Dr. Mary Ann Martinez Sanchez gave an update on the New SLO process. The faculty is on board and working hard to produce a solid program. Dr. Martinez Sanchez explained the four major processes to help improve the program: 1) choose a subject, 2) collect information, 3) change and update the material, and 4) final assessment of the areas of concern.

4.1.7 Provost Dr. Jerry Migler and Executive Director for Planning and Intuitional Research Dr. Heather Tilson gave an update on enrollment for the college. The decline in students was expected due to the slow improvement of the economy. Other factors were the flatting of our growth, the change of federal financial aid from 18 semesters to 12 semesters, and finally the change in regulation and placement test results. On the rise is the number of credits/classes per student.

4.1.8 Executive Vice Chancellor of Finance and Administration Dr. David Bea stated that with the new budget we are still sound and on track with the college plan. A more detailed will be available at next month’s meeting as since we just started with the new budget it takes some 30-45 days to show any type of realistic movement.

4.2 Campus/ District Report(s) and Updates

4.2.1 East campus Safe Halloween event held on Oct. 27 was a success.

4.2.2 Northwest campus Trunk-or-Treat event on Oct. 27 was well attended.

4.2.3 Diversity Committee will sponsor a Professional Development event at the Downtown Campus on Dec. 5th from 1-5 pm. It will be a conversation about how best to address diversity issues.

4.2.4 Downtown Vets’ Center now has a full-time Director, which should make it more organized and official. Another position will be staffed soon. There is also a “Vets’ Club” which will move out to other campuses on a rotating basis.

4.2.5 West Campus has several Native American Heritage events coming up, as well as a basketball Pep Rally Nov. 7th

5) OTHER BUSINESS

5.1 T-shirt Sales Update

5.1.1 To-date, Staff Council has collected $1352 in t-shirt sales. There was a proposal to sell shirts at each campus, but we lacked personnel to achieve that. Instead, t-shirts will be available through the bookstores at Downtown and West Campuses. We will look into whether the
other bookstores could take sales and have the shirts shipped to the campus. The new design (AZ flag/handprint) will be available for spring semester. Perhaps a kick-off event could be arranged to sell the shirts.

5.2 Staff Council Representative Elections Update
5.2.1 Nomination ballots will be sent out to the campuses but we are experiencing some technical difficulty in getting the ballots ready. New members should be elected before the December recess, but not by our December 7th meeting.

5.3 December/Holiday Meeting
5.3.1 Meeting will be held at Desert Vista, and breakfast will be served. We will have a short business meeting but the main focus will be on a year-end holiday celebration! Please bring an inexpensive gift for a gift exchange. We hope to have a slide show by Dan and some fun games organized by Tim.

5.3.2 Staff council members wanting documentation for Professional Development hours toward Step Progression Plan, please contact Wendy Turner. Hours spent in Staff Council meetings, serving on Staff Council committees, and volunteer work on behalf of Staff Council are able to be used in your SPP.

6) OPEN FORUM/QUESTIONS – None.

7) ADJOURNMENT

8) Next meeting: Friday, December 7, 2012
8:30AM – 10:30AM
Desert Vista Campus, Pueblo Building, Ocotillo Room