



**Meeting Minutes – October 21, 2009  
RIO Conference Center**

Our meeting began with a review of our Ground Rules

## **Executive Officer Reports**

PSA President – Deanna Pritchard

- The HLC report was sent out via email along with a response from Chancellor Glasper. Stay informed and treat each other with dignity and respect.
- Employee group leaders continue to discuss common policy and language that can be consistent in all policy manuals. No changes will be made without a vote.
- Maricopa Moves to the Mountains III is scheduled for November 7. Look for announcements from Wellness Maricopa.
- Adjunct Faculty Association is holding an informational session on policy making and the legislative process on October 24 at GWCC. All employee groups are welcome.
- The annual Trip Reduction survey was sent out via email. Please complete the survey. If there are not enough surveys completed, it will be sent out again and we will have to redo it.
- You are cautioned not to use the District email system to forward information on media publications pertaining to MCCC.

Immediate Past President

The following report was submitted by Stephen Zipperer who was absent from the meeting.

- 1) President (Deanna) and I met with the Chancellor and Vice Chancellor of Human Resources on separate occasions to get some feedback on where we may be headed in the next few months. There are many unknowns still, but we will work to keep on top of developments.
  - 2) Employee Group leaders continue to meet with Vice Chancellor of Business Services regarding cost saving suggestions and exigency policy. We will be able to share more on these after review from legal and CEC.
  - 3) Met with Employee Relations regarding some guidelines developed at one college regarding PSA policy about the use of vacation time for sick leave (in lieu of being docked).
  - 4) Collaborative Policy Development has been moving forward slowly – not sure of our time schedule moving forward.
  - 5) Governing Board Meeting was eventful, along with investigation regarding complaint against the Governing Board. I encourage you to stay informed as much as possible. The PSA Executive Board will do our best to notify you of important information, but ultimately we are all responsible.
  - 6) There are some important Wellness Events forthcoming— watch for announcements.
  - 7) Employee Benefits Advisory Council is continuing to review insurance bid proposals. Other important benefits news is that our costs went up substantially again (about 7.4%) – so we have our work cut out for us to see if the Board will cover these costs for us.
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#### President Elect – Anna Fives

- The Summer Conference meeting will be held immediately after this meeting.

#### Policy Chair – Anita Dusek was absent and Deanna reported

- This is the year to make major revisions. We are looking at areas that are open to interpretation that can be made more specific. We are also looking at renumbering the manual.
- Last year a lawyer made suggestions that would strengthen our manual. We will attempt to implement some of them this year. This lawyer stated that we have a lot of good things in our manual.

#### Treasurer – Marcia Carlen

- Deductions have begun for those employees who pay their dues by payroll deduction
- The following account balances were reported:
  - Checking: \$24,897.04
  - Savings: \$14,613.83

#### Secretary – Scarlett Perry

- Quorum established
- May, June and September minutes were approved

## Committee Reports

#### Professional Growth

- 150 applications were received
- Applications will be accepted. The deadline is the first Tuesday of each month.

#### Diversity

- No Report

#### EBAC

- The committee continues to review proposals for prescription coverage.
- As a group with other employee groups PSA is hopeful that we at least ask for something, so that there is equity among all groups and so that it is on record that we asked for it.

#### Service

- Stephen Sparks from the Tempe Community Action Agency presented information on Homeless Awareness Week (October 25-31) and I-HELP Tempe which provides emergency services to the working poor and the homeless.
- PSA will be conducting a Hygiene Drive from 10/21-11/17. Items will be brought to the District meeting on 11/18.
- Deanna will send out an announcement and further details by email.
- Unit President's were asked to take a donation box and campaign on their campus

## New Business

### Internal Audit

- The committee has not been able to meet due to scheduling conflicts. This item was tabled until the November meeting.

### Budget

- Marsha presented the proposed 09/10 budget. Budget approved.
- A copy of the 2009/10 budget has been included at the end of this report

### Holiday Luncheon

- Hosted by GCC on December 2
- Theme: A Musical Holiday
- Cost: \$16 for dues paying members, \$18 for non-dues paying members
- Charity: Faith House, a Glendale Domestic Violence Shelter. We will be collecting food for their holiday dinner, hygiene items and gifts for the children. More information will be sent soon.
- Announcements will be sent via email soon

### Coyotes Night

- This is an event for PSA and their families
- We have reserved a section of seats for the February 13 game against the Dallas Stars
- The cost for tickets is \$21 each and includes a hot dog and soda
- Scarlett has sent a flyer and registration information out via email and is now accepting registrations
- Deanna will post the registration form on the District PSA website

### Ernie Bakin, District Director of Public Safety presented on MEMS and H1N1

- A District-wide Emergency Operations Response plan was created that is in compliance with Federal mandates
- Business continuity plans were established for various situations that could arise including
  - What to do if areas of campus are closed down

- What to do if technologies (i.e. computers, phones) are not working
- A District-wide phone notifications system has been purchased. Phone numbers are updated monthly
- Training is ongoing for leaders of this system
- H1N1 update: The MEMS team meets every Tuesday
- Flyers have been distributed district-wide and are on the web
- Cleaning supplies have been purchased and distributed to every campus
- Department supervisors and faculty are to report higher than normal absence rates

## 2009/10 Budget

# Expense Budget

2009-2010 PSA Budget

September-09

<b>Operating</b>	<b>Budget</b>	<b>Actual</b>	<b>Difference (\$)</b>	<b>Difference (%)</b>
All CPD	\$ 200		\$ (200)	0.0%
Fall Leadership Retreat	1,500		(1,500)	0.0%
End of Year Luncheon	1,500		(1,500)	0.0%
Printing	500		(500)	0.0%
Awards/Recognition	1,000		(1,000)	0.0%
Promotional Items	500		(500)	0.0%
Holiday Luncheon	2,000		(2,000)	0.0%
Legal and auditing	2,000		(2,000)	0.0%
Office Supplies	400		(400)	0.0%
Speakers	2,500		(2,500)	0.0%
Workshops/Seminars	1,500		(1,500)	0.0%
Summer Conference	3,000		(3,000)	0.0%
Petty Cash	250		(250)	0.0%
Contingency	500		(500)	0.0%
Other			-	0.0%
<b>Total Expenses</b>	<b>Budget</b>	<b>Actual</b>	<b>Difference (\$)</b>	<b>Difference (%)</b>
	\$ 17,350	\$ -	\$ (17,350)	0.0%

