



STAFF COUNCIL MEETING MINUTES

Friday, November 6, 2020

8:30am – 11:00am

Google Hangouts, Virtual

Attendance:

VOTING MEMBERS

Gloria Coronado
Susana Armenta
Fatima Wilson
Lucy Simpson
Jon Wesley
Roxanne Brumitt

Pedro Gallardo
Montserrat Caballero
Manny Carrillo
Diane Miller
Victor Salazar
Katy Hernandez
Anthony Hinckley

Denise Quijada
Michael Lopez
Bea Velazquez
Kathleen Martinez
Aida Vasquez
Amanda Gordon
Marcos Ameneiros

NON-VOTING MEMBERS

David Bea
David Dore
Dolores Duran-Cerda
Irene Robles
Keri Hill
Jeffrey Lanuez
Joi Stirrup
Joyce Jaden

Morgan Philips
Marci Walkingstick
Rene Reichardt
Tom Davis
Ouatfa Chuffe-Moscoso
Michael Tulino
Rosa Whaley
Yvonne Perez
Mary Morales

Not in Attendance:

VOTING MEMBERS

Ricky Gonzalez
Ricardo Gutierrez
Brittany Hart

NON-VOTING MEMBERS

General Matters

- Welcome & Introductions: Staff Council members and visitors' introductions.
- Agenda Modifications - None
- Public Comments and/or Questions - None
- August and September Minutes have been approved. The October minutes will be sent out for review and approval.

College Business

- Chancellor Lambert visit and discussion: PCC Fall ballot initiative, Prop. 481 passed overwhelmingly. The Chancellor feels like that shows how much PCC's vision and new climate of innovation is recognized by the Community. Kudos to PCC for having 5 of PCC Programs chosen as Bellwether finalists. Expressed that PCC is doing a lot of great things. Also mentioned how important it is to continue to focus on the learning worker and working learner programs. The Chancellor shared some options for the use of funds from Prop.481 and Prop. 207. The college has seen equity gains from completion and graduation. The College will need to research and work towards more students transferring to the University level. The College is continuing to make sure Programs meet industry standards and needs.

Business Reports

- Human Resources: Jeffrey Lanuez, Chief Human Resources Officer & AVC for Human Resources, Acting AVC for Human Resources, Acting
 - Employee Learning & Development
 - Percipio Launched on October 15th!
 - Over 300+ employees have logged in
 - Over 200+ employees attended our Percipio Orientations
 - Since launched over 132-course completions, over 88 hours of learning
 - Employees have viewed/started over 2000+ learning sessions
 - PCC Leadership Camp
 - We are meeting with individual staff daily to orient them.
 - The program combines online modules with virtual instructor-led workshops. There are 18 workshops already posted on MCC and people are signing up.
 - We will be launching Live Webinar Events in December with insights and innovative ideas from our very own PCC talented employees.
 - PCC Upskilling Program
 - We are offering LIVE on-demand coaching on digital skills
 - Help to build personal playlists of skills employees want
 - Teach employees digital skills and help them practice
 - Supervision in the 21st Century will be re-launching in January 2021
 - 3 live professional coaching sessions provided by [BetterManager](#).
 - Crucial Conversations training (exciting new online format) complimented with PCC facilitated live Crucial Conversations learning sessions
 - Virtual Live Workshops
 - Employee Relations
 - We are seeking volunteers to be considered for training to support our new Title IX compliance process.
 - For more information visit the HR webpage on the PCC intranet
 - MyPima > Intranet > Human Resources > EEO/ADA/AA/Title IX
 - We will be submitting proposed minor revisions to two PCC Employee Handbook policies at the next AERC meeting, 11/20/20:
 - Performance Management & Discipline
 - Revise: Discipline will be considered “active” or “current” for one year from the date it is issued.
 - Remove: The current step 1 and 2, use of a Termination Determination Team, in the termination process
 - Resignation Without Notice
 - Proposed revision: The number of consecutive days an employee may be absent/out of contact from 5 to 3 before they are considered to have resigned.
 - We will be proposing a new PCC Employee Handbook policy at the next AERC meeting, 11/20/20:
 - Coaching
 - Hiring & Recruiting
 - The College will be closing 30+ vacant PCNs by the end-of-year (2020) and holding off on filling up to 100 currently open PCNs through the fiscal year (June 2021). This aligns with our current enrollment trend and will help us retain current employee’s positions if reductions become more urgent.
 - Classification and Compensation Study
 - A town hall is being planned (est. late November/early December) an email invitation will be sent. For those not able to attend, we will send out a link for anonymous feedback.
 - The minimum wage will be increasing to \$12.15 on January 1, 2021 (this only affects certain temporary employees).
- Environmental Health & Safety: Ouatfa Chuffe-Moscoso, Director Environmental Health & Safety

- Reviewed template showing nationwide, statewide, and Pima COVID-19 numbers of cases reported. [2019 Coronavirus Disease \(COVID\)-19 Update](#)
 - Fall 2020 semester COVID-19 cases (students) as of October 23, 2020
 - Thirty-eight contact-tracing investigations conducted during the Fall Semester on campus.
 - 68% Students
 - 32% Employees
 - An average of 5 close contact individuals were identified per every contact tracing investigation (currently 175 individuals).
 - Affected Campuses/Sites
 - Aviation, Desert Vista, Downtown Campus, East Campus, Northwest Campus, West Campus, 29 Coalition
 - Affected Academic programs
 - Applied Technology, Health Related Professions, Arts Division, and Workforce Development
 - Distributions of Cases
 - 66% of all cases have been reported at West Campus
 - 5% or less reported at the other campuses/sites
 - 26% Confirmed Exposures
 - 74% Suspected Exposures
 - 20% Positive Results for COVID-19
 - 80% Negative Cases
 - As of today, no person-to-person transmission of COVID-19 has occurred at Pima College
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- IT: Larry Redmond - No Report
 - Provost's Office: Dolores Duran-Cerda, Executive Vice Chancellor and Provost
 - Instructional Calendar for Important End of Semester Dates
 - On Campus Teaching Options
 - New Teaching and Learning Center Training & Curriculum Developer
 - All Faculty Day Spring 2021
 - Attendance Training
 - Faculty Services & Resource Centers
 - Library Book Return Blitz!
 - PCC Library Research Award
 - Spring and Fall Semesters
 - Instructional System Redesign
 - Adjunct Faculty Activity Stipends/Payments
 - Facilities: Quatfa Chuffe-Moscoco, Director Environmental Health & Safety
 - Facilities continue to work with Deans, David Dore, and Dolores Duran-Cerda to make sure they are assessing the classrooms for new programs coming back to campus in the spring providing a safe health and safe environment.
 - Finance: General Updates – David Bea, Executive Vice Chancellor-Finance & Administration
 - Bill 481 passed.
 - COVID Implications have caused enrollment to drop.
 - Tuition and fee revenue is down.
 - Class scheduling is more efficient this year saving almost 2 million dollars over the course of the year.
 - Wellness program resources available for everyone needing support.

- Leave accrued was temporarily increased allowing individuals to take leave.
- Committee/Work & Task Group Representatives: All College Council, Benefits Work Group, Enrollment Management Committee, AERC-All Employee Representative Council: No Updates

Employee Group Reports

- AFSCME Report: No Report Update
- ACES Report: ACES

Open Forum and Discussion Topics (Staff Council and Guests)

- Fatima thanked Mark Hanna for his six years of service. Welcomed new governing board member.

Staff Council Business: Updates -

- Campus/District Reports-Constituent Feedback – DO, M&S, DV, EC, WC, DC, NW
 - Kudos to Rosa Bracamonte and Aileen Calderon for conducting an Instagram live session. Viewed by over 200 students.
 - Registration started 11/2.
 - Student Wellness assistant available for students through MyPima for students in crisis for immediate support throughout the year.
 - Pima student food pantry and distribution days are Desert Vista 11/9, 11/13, 11/19. Please inform students.
- Governing Board Update - Michael Lopez, Governing Board Representative - Discussed Mark Hanna retirement and 481 approval. Jon Wesley was elected into his position as Vice Chair.
- Sub-Committee Reports
 - Bylaws Committee - Bylaws committee will meet to review membership structure from location based on a division base to make sure all areas have appropriate representation.
 - Election Committee - Requesting volunteers to lead the election committee.
- Communications and Outreach Committee - No Update
- Treasury – Fatima Wilson, Treasurer - No Update

Adjourn

Next Meeting

Friday, December 4, 2020 8:30-11:00 am

Virtual meeting-Google Hangouts