

Staff Council Meeting Minutes
Friday March 5 , 2021
8:30am-11:00am
Google Meets, Virtual
Gloria Coronado, Staff Council Chairperson – Meeting Facilitator

Attendance:

VOTING MEMBERS

Susana Armenta
Roxanne Brumitt
Montserrat Caballero
Manny Carrillo
Gloria Coronado
Pedro Flores-Gallardo

Amanda Gordon
Kathleen Hernandez
Michael Lopez
Kathleen Martinez
Diane Miller
Denise Quijada

Victor Salazar
Lucy Simpson
Aida Vasquez
Bea Velazquez
Jon Wesley
Fatima Wilson

NON-VOTING MEMBERS

David Bea
Jason Brown
David Dore
Dolores Duran-Cerda
Michelle Martinez
Lamata Mitchell

David Parker
Joi Stirrup
Carleen Thompson
Michael Tulino
Ivy Walker

Not in Attendance:

VOTING MEMBERS & NON VOTING MEMBERS

Marcos Ameneiros
Ouatfa Chuffe-Moscoco
Ricky Gonzalez
Ricardo Gutierrez

Brittany Hart
Keri Hill
Irene Robles

General Matters

- Welcome and Introductions
- February minutes approved.

College Business

- Fall Planning: Dolores Duran-Cerda, Executive VC and Provost; David Dore, President of Campuses and Executive Vice Chancellor and Lamata Mitchell, Vice President of Instruction
 - Pima All Invitation coming to discuss Fall Plans with the Chancellor on March 12.
 - Dr. Garcia Pima County Board Officer will be in attendance to discuss the overview. Dr. Garcia is optimistic that by summer 75% of residents in Pima County will be vaccinated.
 - Last BOG three scenarios presented
 - Plan A - Full operation of post Covid new normal
 - Plan B - Open 50% of courses at any given time, which at the time was the most likely scenario

- Plan C - Virtual online and a handful of hybrid courses.
- After the new information from Pima County, national trends, K-12, and University of Arizona's plans to move forward, Plan A is now the most likely scenario.
- Protocols in place now including masks and 6 feet social distancing. With Plan A, the change would involve removing the 6 feet social distancing component.
 - Strict cleaning protocols will be enforced. Including some hytech systems for cleaning using Chrissa funds. Mask will still be required per CDC Guidelines. Vaccinations are optional so masks will be required with allowances for meals and other scenarios.
 - In terms of service, you may see various work models including work from home mixed with some face-to face. This will be rolled out by ea. dept.

Business Reports

Human Resources: Updates -Carleen Thompson

Employee Learning & Development

- Launched the Percipio phone App last month with the help of IT and SSO integration
 - We launched the newly revised Supervision in the 21st Century series (for current and aspiring supervisors) in late January, we have 30 participants for this 5 month series. We will be starting a 2nd cohort in May 2021.
 - We are continuously offering PCC Digital Upskilling with Jesse Diaz and PCC Leadership Camp with Tina & Dena. Email opd@pima.edu to learn more or set up an appointment.
- Employee Relations
 - Performance Evaluations are due Friday, March 12, 2021. NO FURTHER EXTENSIONS.
 - The performance evaluation will not be considered "Complete" until both the supervisor and employee have completed their reviews.
 - Employees should check their MyCareerCenter profile (under "Performance" to access their performance evaluation, if they have not already.
 - Employees may also check with their supervisor or their HR
 - Consultant to determine the status of their Performance Evaluation.
 - Carleen may refer to the email Dr. Bea sent to the ELT on 3/1/21 at 8:27 AM if additional information is needed.
 - Classification and Compensation Study
 - An email went out as Last Call for PDQs - deadline is today, March 5th, close of business
 - The Segal team will begin the task of reviewing PDQs and developing job descriptions from information received and creating job families, level guides and job titles. This is expected to be completed by the end of June.
 - Salary Surveys and peer institutions are being finalized in order to begin a market analysis once job descriptions are completed.

Environmental Health & Safety: Updates - Ouatfa Chuffe-Moscoco

- No Updates

IT: Updates - Ivy Walker, Business Systems Principal Analyst

- No Updates

Provost's Office: Updates – Lamata Mitchell, Vice Provost for Academic Affairs and Student Learning

- All College Meeting Friday March 12, at 3pm.
- Vaccinations
- **Returning to campus plan -**
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- **Why we get a floating holiday in March**
 - The Pima CC March floating holiday is in honor of legendary union leader, Cesar Chavez.
- **Pima Community College accepted to the Equity in Retention Academy**
- **Consuelo Carrillo named COABE's Adult Educator of the Year!**
- **Recognizing Ishrat Mahzabeen**
- **All-AZ Academic Team Virtual Celebration**
- **Café con Leche & Tea with the Provost and Vice Provost**
- **Merging of AQI and Curriculum Offices**
- **Summer/Fall Schedule**
- **Curriculum Continuous Quality Improvement (CQI) and System Upgrades**
- **Curriculum Training- Program Changes**
- **Curriculum Dates and Deadlines for 2021-2022**
- **Faculty Evaluation**
- **Faculty Services & Resource Centers-D2L & G-Suite Tips**
- **Library adds OverDrive- a new platform for ebooks and downloadable audiobooks**
- **Embed a librarian in your D2L class**
- **Adult Basic Education for College & Career (ABECC) Update**
- **Diversity, Equity & Inclusion Update**

Facilities: Updates –

- No Updates

Committee/Work & Task Group Representatives: All College Council, Benefits Work Group, Enrollment Management Committee, AERC-All Employee Representative Council -

- No Updates

Finance: General Updates – David Bea, Executive Vice Chancellor-Finance & Administration

- Annual Audit Cycle
 - Comprehensive Annual Financial Report for the Year Ended June 30, 2020
 - Fiscal Year 2020 Single Audit
 - Fiscal Year 2020 Report Highlights from Annual Financial and Single Audit
 - Expenditure Limitation Report - pending

- College Budget
 - Presentation - Fiscal Year 2021-2022 Budget Discussion
 - March 10, 2021 Governing Board Meeting includes several components of the budget development process:
 - Fiscal Year 2021-2022 Tuition and Fees
 - Academic Year 2021-2022 Success Support Courses at No Cost
 - Employee Benefits
 - Medical/Pharmaceutical
 - Dental
 - Life Insurance
 - Short Term Disability Insurance
 - Public Safety Personnel Retirement System Funding Policy

Employee Groups Report

- ACES - Ginny Seltenright, Emailed report to SC Chair
 - On February 18th, ACES held a Lunch and Learn networking event featuring Dr. Daisy Rodriguez Pitel and a conversation around Diversity, Equity, and Inclusion
 - ACES will have their quarterly meeting with HR CHIRO on March 24th- Requests for comments and questions from membership will come out soon from ACES
 - FY22 elections will be coming up soon for ACES President-elect, Networking Rep, and Recruitment Rep
- AFSCME – No report

Open Forum and Discussion Topics – Staff Council and Guests

- Fatima brought up the signage on Campuses showing it would be updated to include details about how to access PCC Virtually. Dr. Mitchell did state that we need to keep the note that the college is closed, but would pass the idea to the Provost to add additional details to the signage recommended.

Staff Council Business: Updates -

- Campus/District Reports-Constituent Feedback – DO, M&S, DV, EC, WC, DC, NW-No Updates
- Governing Board Update - Michael Lopez, Governing Board Representative-No updates, next Board Meeting is March 10.
- Sub-Committee Reports -
 - Bylaws Committee - Revised Bylaw Discussion was forwarded for review to Legal.
 - Election Committee - Is calling for an Election Committee Chair and volunteers
 - Google form will be sent to PCC Council.
 - Call for Secretary or SC Representative to volunteer to take notes
 - Communications and Outreach Committee - Manny Carrillo -No formal update
 - The June Staff Council meeting was changed to the second week of June. SC representatives should have received the updated Calendar invite.
- Treasury – Fatima Wilson, Treasurer - Budget Update

Meeting Adjourned

Next Meeting:
Friday, April 2, 2021 8:30-11:00 am
Virtual, Google Hangouts