



Staff Council Meeting Minutes
Friday April 2 , 2021
8:30am-11:00am
Google Meets, Virtual
Gloria Coronado, Staff Council Chairperson – Meeting Facilitator

Attendance:

VOTING MEMBERS

Roxanne Brumitt
Montserrat Caballero
Gloria Coronado
Pedro Flores-Gallardo

Kathleen Hernandez
Michael Lopez
Kathleen Martinez
Diane Miller
Denise Quijada

Lucy Simpson
Bea Velazquez
Jon Wesley
Fatima Wilson

NON-VOTING MEMBERS

Don Harp
David Bea
Brian Miller
Lamata Mitchell
Lisa Brosky
Irene Robles-Lopez

Joi Stirrup
Amanda Abens
Carleen Thompson
Keri Hill
Laurence Redmond
Michael Tulino

Not in Attendance:

VOTING MEMBERS & NON VOTING MEMBERS

Brittany Hart
Marcos Ameneiros
Victor Salazar
Aida Vasquez
Ricky Gonzalez
Ricardo Gutierrez

Joyce Jaden
Quatfa Chuffe-Moscoso

David Dore
Dolores Duran-Cerda

General Matters

- Welcome and Introductions
- March minutes will be completed and sent out.

College Business

- Fall Planning: Lamata Mitchell, Vice President of Instruction
 - No changes to report since the last meeting.
 - Will continue to follow the CDC Guidelines for future consideration to returning to work in the Fall.

Business Reports

Human Resources: Updates -Carleen Thompson, Assistant Vice Chancellor for Human Resources

- The position for Director of Human Resources- Employment has been filled. Roxandra Acosta brings 20 years of Human Resources experience. She will be working on process improvement with the rest of the Human Resources department.

Employee Learning & Development

- Performance Evaluation - After 4 to 5 extensions before closing out there is an overall completion rate of 91.18 percent.
 - The percent of evaluations not completed was primarily due to employees who failed to complete their step in the evaluation process.
 - Looking at making changes to enhance the use of the process to help increase the rates of completion including sending reminders.
- Classification and Compensation Study
 - The comp study is on track.

Environmental Health & Safety: Updates - No representative present

- No Updates

IT: Updates - Laurence Redmond, IT Manager for Technical Services

- No Updates

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

- **Laurie Kierstead-Joseph selected as the New Assistant Vice Chancellor for Adult Basic Education for College and Career**
- **Nominations Now Open for Diversity and Inclusion Awards**
- **Treya Allen selected for Faculty Fellow & HyFlex Instructional Modality Update**
 - The hyflex option is available for virtual, pima online and face-to-face.
 - Dr. Allen will be researching how the hyflex instructional delivery will work.
- **Sara Haghghi selected for State Advocate for Adult Education Fellowship**
- **Robert Foth receives National Award for Outstanding Online Instruction**
- **Café con Leche & Tea with the Provost and Vice Provost**
- **Provost's Virtual Office Hours**
- **Faculty Services & Resource Centers--Google & D2L Tips**
- **2021 Virtual Graduation**
- **Who is Curriculum Quality Improvement (CQI)?** - This team is combined with the former departments of Curriculum Articulation Services and Academic Quality Improvement teams. Combined due to both units losing employees through retirements or other types of separations from the College.
- **New features in the College Catalog**- Catalog was posted on time.
 - Positive feedback from staff council representatives who said they liked the look and feel and that it is phone friendly.
- **The Collective & TLC Adjunct Fellow Update**
- **Culture Passes are Back at the Library**
- **Resources for Acting Against Anti-Asian Violence and Hate**

Facilities: Updates – No representative present

- No Updates

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

- ACC - Theme of the last meeting was to discuss overall meetings and scheduling for the ACC to accommodate the members that include students, staff, faculty and administration.
- No reports from all other groups

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

- Annual Audit Cycle - Completed
 - 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
- College Budget
 - Forum will be held today April 2, 2021 at 11:00 am
 - Will discuss how Federal Funding will be used. Some examples are to provide more devices to students, reinvesting in technology to improve standards and will use toward infrastructure costs.
 - Lack of Progress at the State level on a few bills. These bills include one that allows Community Colleges to offer 4 year programs, getting FTSE credit for non-credit instruction, and expenditure limitation relief. The expenditure is not too critical for the College but is for other colleges.
 - State budget for next year may include STEM funding and one time federal funding that the College has put in a proposal for.
- COVID-19 Leave Program
 - The change from Blue Cross Blue Shield that would impact the way employees pay for COVID related sick time comes from the Federal Regulation. The requirement for employers to cover COVID related sick leave ends on May 1.
 - The College has self-funded insurance through Blue Cross Blue Shield and a strong sick leave policy. Employees should use their sick time and if they do not have enough time they should contact the Employee Service Center at esc@pima.edu.
 - A follow up email will be sent to provide an overview of the email sent to employees by Blue Cross Blue Shield for the changes that will occur on May 1.

College Business Continued

AP 3.10.04: Student Recruitment (Lisa Brosky)-New AP came out from a routine audit from the Department of Defense. The concern was that the College did not have a written document that states the College recruiters do not incentivize veteran students to enroll in the College.

1.1. *AP 3.20.01: Assessment of Prior Learning* (Brian Miller) - Periodic changes are made to the policy based on research and best practices for Faculty oversight and purview, recruitment and marketing to adult learner students, and focus on student overall student needs.

1.1.1. An additional change is to increase the number of credits students can transfer up to 75% of credits towards their degree. This could help general education enrollment at the college. An example are professionals who have been certified by professional certification credentials. This will allow those professionals to receive the credit of the training and complete the general education to receive the Associate degree.

1.1.1.1.1. If approved a robust marketing campaign will be rolled out including training for staff.

Employee Groups Report

- ACES – No report
- AFSCME – No report

Open Forum and Discussion Topics – Staff Council and Guests

- Recommendation from Staff Council representative to send out an anti-racism message from Staff Council to show support for the Asian community.
- The Staff Council Representative asked leadership about tools and techniques surrounding adult learners who have been separated from college who require a non traditional learning style.
 - Amanda Abens shared some things that the teaching and learning center is working on professional development for faculty to address new teaching styles.
 - Courses offered like STU 100 for free helps introduce college to those learners as well.
 - Lamata Mitchell also shared that the College is looking at the broader conversation on what learning tools are in place to help students. She encouraged staff to participate in common reading days where staff can share thoughts and ideas about teaching and learning. A student panel will be held next. The idea is to compare the student experiences from both perspectives.

Staff Council Business: Updates -

- Campus/District Reports-Constituent Feedback – DO, M&S, DV, EC, WC, DC, NW-No Updates
 - Student Affairs enrollment advisors hosted virtual advising meetings with Sunnyside School District Seniors.
- Governing Board Update - Michael Lopez, Governing Board Representative- No report until next meeting.
- Sub-Committee Reports -
 - Bylaws Committee - Bylaws have been approved and posted.
 - Election Committee - Jon Wesley, Election Committee Chair - Shared upcoming elections to fill 25 vacated positions.
 - Communications and Outreach Committee - Manny Carrillo -No updates
 - Treasury – Fatima Wilson, Treasurer - No updates

Meeting Adjourned

**Next Meeting:
Friday, May 7, 2021 8:30-11:00 am
Virtual, Google Hangouts**