

Staff Council Meeting Minutes
Friday May 7, 2021
8:30am -11:00am
Google Meets, Virtual
Gloria Coronado, Staff Council Chairperson – Meeting Facilitator

Attendance:**VOTING MEMBERS**

Marcos Ameneiros	Pedro Flores-Gallardo	Victor Salazar
Susana Armenta	Kathleen Hernandez	Lucy Simpson
Roxanne Brumitt	Michael Lopez	Aida Vasquez
Montserrat Caballero	Kathleen Martinez	Jon Wesley
Manny Carrillo	Diane Miller	Fatima Wilson
Gloria Coronado	Denise Quijada	

NON-VOTING MEMBERS

David Bea	Laurence Redmond	Kate Schmidt
Elvia Bow	Michael Tulino	Morgan Phillips
Irene Robles-Lopez	David Parker	Raj Murthy
Joi Stirrup	Johnathan Brownlee	Ouatfa Chuffe-Moscoso

Not in Attendance:**VOTING MEMBERS**

Brittany Hart	Ricardo Gutierrez	Manny Carrillo
Ricky Gonzalez	Bea Velazquez	

General Matters

- Welcome and Introductions
- The March and April minutes were approved and posted on the Staff Council Web page

Business Reports

- **Human Resources: Aida Vasquez - Advanced Program Manager for Classification and Compensation**
 - *Employee Learning and Development*
 - OED Digital Coach, Jesse Diaz, is offering coaching appointments pertaining to digital literacy and technology needs to help employees gear up for the summer and return to work. Please email opd@pima.edu to learn more or set up an appointment.
 - OED will host its second *Inside PCC series*, on June 25th, 2021 with Enrollment and Financial Aid.
 - Supervision in the 21st Century Program's first cohort of 30 employees is wrapping up in May. A second cohort will be starting in early June.
 - *Employee Relations / Talent Acquisition*
 - Human Resources (HR) is currently developing relationships with the Tucson Metro Chamber, the Tucson Hispanic Chamber of Commerce, and the Sun Corridor among other community networks to aid both in our recruitment efforts as well as building a more diverse candidate pool for the College's open recruitment.

- Change to requisition and approval process. The Classification and Compensation team has been added to the approval process to review all postings for salary grade, appropriate job class, and appropriate FOAPs.
 - New Hires will no longer be allowed to start work for the College until their background check has been received and reviewed by HR.
 - HR clarified that this is not a new policy.
 - *Classification and Compensation Study*
 - Work continues on job descriptions. The Segal team is reviewing the PDQ's and identifying the job families, job levels and proposed title conventions for consistency. The next steps include developing job families, level guides and job titles. This is expected to be completed by the end of June.
 - Work also continues on the Faculty compensation assessment. It is anticipated that this will be ready over the summer.
 - *Statistics*
 - Human Resources has been very busy as reflected in the following statistics for Full-Time and Part - Time Permanent Positions Open.
 - 62 Active Recruitments
 - 18 Pending Requisitions
 - 24 Live FT perm positions (non faculty) posted on PCC Website (Internal / External)
 - 25 Internal and 44 External Candidates have been hired since January 2021.
 - 1,960 total applicants have been reviewed since January 2021.
 - Two positions have been approved in HR: a Compensation and Classification Program Manager and a Business Partner in Talent acquisition. Carlene Thompson, AVC Human Resources, started in February and Roxandra Acosta, HR Director, started in April 2021.
- **Environmental Health & Safety: Outfa Chuffe-Moscoso, Director EH&S**
 - During the spring semester, as of April 30th, there were 41 case investigations of Covid-19 among students at the College.
 - We are prepared to continue providing Personal Protective Equipment for students as we are planning for the Fall 2021.
 - The Federal Emergency Management Agency, FEMA, sent two mobile vaccination units to Pima County. Pima Community College was selected to offer the Johnson and Johnson vaccine (one dose) at two campuses, the West Campus and the Desert Vista campus during a period of three days: May 3 to May 5.
- **IT: No Report**
- **Provost's Office: Updates – Dr. Morgan Phillips, VC for Academic Excellence and Acting EC Vice President**
 - 2021 United Nations Sustainable Development Goals Open Pedagogy Fellowship
 - Pima Community College is becoming involved in the United Nations Sustainable Development Goals Open Pedagogy Fellowship. This is a group of colleges throughout the United States and Canada that are focusing on Open Educational Resources (OER) connected to sustainability. A team of individuals was selected to participate in this Fellowship. For more information on this project, please contact Dr. Josie Milliken (Pima Community College's point of contact for the program) at jmilliken@pima.edu. We would like to congratulate the finalists from PCC.
 - Diversity, Equity and Inclusion Awards 2021
 - Pima's Diversity Equity and Inclusion Award Recipients have been determined.

- Those individuals include: Victoria Vertein, Assistant Program Manager, Learning Center at the Desert Vista Campus, Sage Hawkins, one of our students, is receiving the Service Award for participating in diversity, equity, and inclusion events and other activities with the College in that area.
 - This year, the Education Award is given to Dr. Dianna Repp, Instructional Faculty from the Anthropology Department. Dr. Repp has been involved in a lot of the events related to diversity, equity, and inclusion every year at the College. She is being recognized for her work in that area.
 - Other employees were nominated. The recipients will be recognized during the College's virtual graduation.
 - SC representative asked if the College is looking to offer a four year degree.
 - The college has not taken any steps to explore the offering at this time.
 - The law passed by AZ is focused on providing pathways at Institutions that do not exist for students primarily in rural areas.
 - A lot of research would need to be done to explore if it's a necessary option for PCC.
 - Earn to Learn Report. The Earn to Learn (ETL) program is connected with the Pima Community College Foundation. Students who apply to the program participate in financial literacy workshops.
 - For the coming year, 101 students completed the application to go through the program.
- **Registrar's office: Michael Tulino – Director of Registrar Operations**
 - New Student's checklist housed in "My Pima" has been updated to be a dynamic page with changes to the main checklist portion and the advisor portlet.
 - New features for Staff and Faculty with Registrar Information
 - Email library - Contains all of the automated emails sent to students by the Registrar's office categorized by functions.
 - Registrar's Procedures Page- Will include registrar's Standard Operating Procedures (SOPs). There are links available to relevant APS or BPS on the College's web page.
 - Registrar team - Find out who we are and see our predictive index and youth photos.
 - Key Performance Indicators - Metric information on processing times available and updated several times a week.
- **Facilities: No Report**
- **Finance: General Updates: Dr. David Bea, Executive Vice Chancellor - Finance and Administration**
 - College Budget
 - The preliminary budget for Fiscal Year 2022 – 2023 will be presented to the Board for approval and published for public. Public Hearing and formal adoption of the budget will be held in June.
 - The list of proposed capital projects will also be presented. This year, the budget is a capacity document that sets the maximum that the College can spend. With the big list of capital projects this reinforces the budget to avoid spending over the limit.
 - There is a lot of reinvestment going back into the College for the Centers of Excellence.
 - Buildings need to be fully furnished and equipped.
 - The Energy Management Program will put energy savings measures in place.
 - Changing out light bulbs, some HVAC equipment, and the control systems College wide.
 - Control system changes will create the ability to pull data from all of the HVAC equipment to do analysis on it. The new systems and

program will be integrated with the academic program of HVAC courses creating a living lab for students using this new system.

○ Compensation strategies

- The budget includes a preliminary amount for compensation.
 - The amount will allow the lift of salary scales by 2% and give a one-time payment of \$1,000 per employee. It is a combination hybrid approach to compensation.
 - It will provide a larger proportional increase for the lower income employees at the institution.

○ Culture of Care

- In the Board meeting, Dolores, the Provost, and I are going to present an administrative report on the “Culture of Care” which is a phrase that came about from concerns about stress and burnout. The presentation includes:
 - The College’s holistic approach including compensation, the Benefits Programs, Professional Development, the Employee Assistance Program, the Health and Wellness Program, and other resources
 - Changing things as a result of the pandemic, to touch base with employees, and to provide additional virtual services.
 - Concept of day of relief - One of the ideas that will be discussed with the Board is referred to as a day of relief. This will allow for a flexible day off for faculty and staff to just “let go.”
 - The day of relief is intended to be taken at the end of this year to decompress from the past years challenges.
 - Other ideas include outlining clear expectations for unit based workflows of emails and use of meetings to promote realistic healthy behaviors and expectations for employees.
 - Staff Council members gave positive feedback for the concept.
 - The College is looking for ways to engage with staff and faculty through activities to prepare us for more normal work experiences as we return in August. Employees can email Dave with any ideas they have to help make it a successful transition.
 - Wellness workshops are also available for employees to take advantage of.

○ Study Session - Budget discussion

- On Friday, May 14, 2021, the study session is going to be a continued conversation with the Board about the budget and include some key elements below:
 - Employee Service Center - The Payouts for Annual Leave have been extended through December 2021.
 - Legislative Update -
 - Federal government has proposed free community colleges. The College is researching to figure out how this would work in AZ. The state of AZ does not provide the College state aid so that poses a challenge.
 - State Budget
 - The College is not anticipating receiving state funding.
 - Discussions on emergency expenditure limitation relief. It would help in the current year, but because Proposition 481 passed in November 2020, it is not so critical for us going forward.
 - That expenditure limitation relief bill will be very important for other institutions for the next few years. PCC has been helping with that bill by providing some information and some support to our peer community colleges in the state.

College Business

- AP 3.26.01: Course Materials (Kate Schmidt) Academic freedom is a professional standard and is required by HLC and their criteria which states that faculty have the freedom to select course material.
- Information Technology BP and AP's: Raj Murthy, AVC IT; Johnathan Brownlee, Director IT-IT reviews policies on a cyclical process. Changes focused on format and reorganization and also make it clear that IT is responsible for cloud services throughout the College.
 - BP 9.01: Information Technology Resource Management
 - AP 9.01.01: Acceptable Use of Information Technology Resources
 - AP 9.01.02: Data Trusteeship
 - AP 9.01.03: Security of the Information Technology Infrastructure
 - AP 9.01.04: College-Issued Mobile Device Security - In event of an issue with a device, IT can ask to swap out a device.
 - AP 9.01.05: Security Clearance for College Enterprise Resource Planning (ERP) System - Made clear the responsibility of delegation comes from. An example is the Module leaders who are the experts in their domain.
 - AP 9.01.06: Technology Hardware and Software Specifications

Committee/Work & Task Group Representatives:

- All College Council, Benefits Work Group: No Updates
- ERC-All Employee Representative Council: No Updates

Employee Groups Report

- ACES – No report
- AFSCME – No report

Open Forum and Discussion Topics – Staff Council and Guests

- No items

Staff Council Business: Updates -

- ELT Representative Area Reports-Constituent Feedback – No Updates
 - Victor Salazar- HS are having seniors make College decisions. PCC is participating in those activities including Amphi, San Miguel, Amphi, Walden Grove and Sahuarita to name a few. Students committed to attending PCC in the Fall.
 - Fatima Wilson-Enrollment- Enrollment advisors are participating in the Enrollment campaign by following up with students who apply to the college. Within two weeks the advisors made over 1,000 contacts.
 - Jon Wesley - Update on the construction that is taking place at the West Campus.
- Governing Board Update - Michael Lopez, Governing Board Representative - The Chancellor has withdrawn his employment application for consideration with another Institution.
- Sub-Committee Reports -
 - Bylaws Committee - Bylaws have been approved and posted.
 - Election Committee - Jon Wesley, Election Committee Chair - Elections are underway. Should have results before the next meeting...
 - Communications and Outreach Committee - Manny Carrillo -No updates
 - Treasury – Fatima Wilson, Treasurer - Will explore purchase of SC shirts for future reps.

Meeting Adjourned

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