



**STAFF COUNCIL Minutes**

Friday, October 1, 2021  
8:30am – 11:00am  
Virtual, Google Hangouts

Attendance:

**VOTING MEMBERS**

Roxanne Brumitt

Kathleen Budway

Manny Carrillo

Lucy Simpson

Seana L Chaves

Celia Tapetillo

Adelita Cortez

Sabrina Templeton

Shari Dill

Francine Tupiken Ruelas

David A Donderewicz

Sharon Eisenmann

Fatima Wilson

**NON-VOTING MEMBERS**

David Bea

Morgan Phillips

Ouatfa Chuffe-Moscoso

Irene Robles-Lopez

Gloria Coronado

Carleen Thompson

Tom Davis

Michael Tulino

Susan Desjardin

Not in Attendance:

**VOTING MEMBERS**

Joseph Forish

Kathleen Hernandez  
Christopher Rodriguez  
Denise Kingman  
Guadalupe Serrano-Villela  
Michael Lopez

Maria Malloy

Erica A Martin

Milo Mazanec

Dorothy Netherlin

Jon Wesley

Denise Quijada

Mireya Escamilla

Evan Goldberg

Ricky Gonzalez

Keri Hill

David Parker

Martina Macias

Charlene McConnell

- **General Matters..... 8:30am**
  - Welcome & Introductions - Jon Wesley gave welcome

- July Minutes Approved - per Jon Wesley
- Dorothy Netherlin called roll/attendance
- **Business Reports ..... 8:45am**
  - Provost's Office: – Morgan Phillips, Vice Chancellor for Academic Excellence & Acting DC Campus Vice President
    - Provost's Report
      - Highlighted - items that Provost has provided.
        - Provost is available for office hours to ask questions.
        - Hispanic Heritage Month 9/15/-10/15 (events going on),
        - Adult Basic Ed.- College and Career (recognitions and awareness such as IBEST (job readiness program),
        - Vaccination clinics going on (turn out seems to be good). Held flu clinics as well (employee support).
        - Programs: that are moved to “teach out” status. - (add programs), New student emails that go out from registrars,
        - Rev It Up event to highlight automotive center.
          - Michael Lopez asked what has been done at the District level for Hispanic Heritage Month.
            - Susanne Desjardin- Hilda sent out an email/also in provost report of events
              - Celia Tapetillo - is curriculum training open to everyone.
              - Morgan P. replied yes with elaboration.
- IT: Updates: – Evan Goldberg: - Deputy Chief Information Officer
  - IT report
    - Banner database upgrade scheduled for October. Testing starts this Monday through Fri (10/15/2021). Reached out to impacted areas. Depts. will sign off on test completion. Will go live on 10/25/2021 if all goes well this is a behind the scenes change. Employees will not see differences.
    - Student device lending - Corona relief dollars for students to check out technology, Checked out 1786 devices, hot spots, laptops, and the library expanded the program to all five campuses. We are getting low on laptops. An order has been placed to purchase more (back in March/April), laptops are finally coming in after creative efforts. 100 laptops on admin sides as well.
      - Francine Tupiken Ruelas asked a question about where students can find info. on laptop check-out.
- Human Resources: Carleen Thompson, Assistant Vice Chancellor Human Resources
  - HR report
    - Employee learning and development - OED has worked with the pandemic advisory committee to develop forums for students/staff.
    - Supervision in the 21st century - cohort 3 will start in October. Info. to be sent out.
    - College directed training - Compliance requirements. Dates have changed and will be announced shortly.

- HR dept. had vacancies - Employee relations - Sharon Eisenmann was primary person but is now joined by Michele Stewart. (New HR partner since 9/27). Sasha (Carleen's assistant) replaced by Rosa Herrera 9/27. 100 active recruitments.
- HR policy revisions taking place, currently recruiting SR HR business partner and HR IT Business Analyst
- Class and Compensation study - staff position review process is taking place. Consultants (Segal) are reviewing the positions and comparing them to standard institutions.
- Faculty compensation review is still going.
  - Jon Wesley asked a question - Are we sure that Segal is using current data?
    - Colleen responded to the most recent data.
    - Fatima asked about the active recruitment and the percentage of them related to vacancies.
    - David and Colleen responded to provide clarity. Colleen will provide some information later.
  - Ouatfa Chuffe-Moscoco asked about the CUPA report - can it be posted for employee review.
    - Sharon Eisenmann - added - CUPA data will not be as helpful to make available as there are other data sources used in combination and that is part of the work going on now. Reporting will include local data sources too.
    - Michael Lopez- asked if there is a timeline related to this?
      - Colleen will provide that information later.
- Facilities:
  - Environmental Health & Safety: – Outfa Chuffe-Moscoco, Director EH&S
    - Safety Report
      - COVID-19 report - PCC, local, state and national cases (positive) - See report provided on COVID-19
      - Thanks CVPs that provided information and to Fatima for questions
      - Hygiene and supply distribution, provided info on hygiene information.
        - 5 individuals have been trained in hygiene supply processes.
        - Thanks to Libby Howell who coordinated vaccine clinics.
        - Link to Booster shot availability. Outfa will update on changes in availability
        - K-12 numbers provided on COVID-19
        - Things are leveling off but still exercise caution, especially for Thanksgiving weekend.
        - Erica Martin asked clarity on graph 1 and Seana Chaves asked how students at multiple campuses are counted.
          - Outfa Chuffe-Moscoco made distinctions in the charts on some categories
        - Mike Lopez asked if the protocol changes case to case or is it set and is the CDC notified.

- Ouatfa Chuffe-Moscoco replied - Pima County Health Dept is notified and they notify their partners.
    - Fatima asked -is there data pertaining to employees that were exposed and tested positive? Can we disaggregate the data for employees with exposure versus positive results and location? What is the follow up, for someone who thinks they have been exposed?
      - Ouatfa - would like to set up a meeting and have a system discussed.
      - Jon Wesley stated he was wondering where we might be consuming more or less of supplies (PPE) and where we are using more or less inventory
      - Ouatfa replied - managers and supervisors are tracking inventory and should be putting in their PPE needs for Spring, need based.
  - Various locations -
    - Synexis Systems
    - Welcome Center at West Campus has been completed
    - West Campus Elevator Modernization
- Finance, Admin, & Staff Council Liaison: – David Bea, Executive Vice Chancellor-Finance & Administration
  - College Budget
    - Fiscal Year 2023 budget discussions are underway
    - Key budget components
    - Governing Board Study Session on November 29, 2021
      - Most challenging year for enrollment, the college is where we were back in 1980. Cost of operational expenses and the number of staff don't match up. Looking at approaches to offset these differences and planning for this reality.
      - Will have some budget forums coming up and technology will allow David to have them more frequently.
      - Study session will take place on the budget.
      - Fatima Wilson asked - what metrics are used to close a vacant position permanently.
        - David Bea responded - the positions that have been vacant for a period of time were selected and we reserved them. Then we pull new requests from those reserved positions.
      - The focus is not on removing positions that people are in.
      - David - there is also a vetting process in place to justify new positions.
- Taking a proposal to create a vaccine incentive to employees. Employees who can show they've been vaccinated will earn a supplemental award of \$200 (if the board approves).

- Committee/Work & Task Group Representatives:
  - All College Council: – Next meeting for ACC is to be held October 15, 2021, time TBD
- **Employee Group Reports ..... 10:15am**
  - AFSCME Report: Ricky Gonzales - in conjunction with AERC working with Colleen to create a robust remote work from home policy. AERC has launched a new website. Helpful info is here. <https://www.pima.edu/faculty-staff/employee-organizations/aerc/index.html>
    - Mike Lopez - asked how morale is.
      - Ricky G. - Referred to leadership and the relationship to employee morale.
      - Jon Wesley - asked what should an employee do if they are faced with leadership that are not advocates.
      - David Bea -start with supervisor, ODR, ... use the avenues that are available.
        - Evan Goldberg provided a link in the chat <https://www.pima.edu/administration/dispute-resolution/index.html>
        - Ricky provided some tips on how to respond from his perspective
        - David Bea suggested that we would add this to the next meeting agenda.
  - ACES Report: No Report at this time
- **Open Forum and Discussion Topics (Staff Council and Guests)**
  - Other Guests
  - Staff Council Members: – Fatima - mentioned that they met with Dr. Dore and facilities to improve safety at SSC downtown campus on 9/27 due to DT area and campus situations.
  - Jon Wesley asked for clarification.
    - Adelita Cortez - added to the history of public populations/transient populations using DT campus.
    - Jon Wesley presented community needs versus safety as a focus in this conversation.
    - Keri Hill posted board meetings link: Here's a link for where to find it: <https://pima.edu/about-pima/leadership-policies/governing-board/board-meetings/documents.html>
    - Evan Goldberg - discussed computers log on and sign-ins - lack of user names/passwords attracts non- students.
    - Jon Wesley provided a suggestion on Student Services area access
    - Dr. Morgan Phillips - replied with suggestions and looking at the support of your leadership.
    - Jon Wesley - asked are we able to restrict website use to help with the issues.
    - Dr. Susanne Desjardin responded and presented the concern Fatima expressed about advising stations again.
    - Dr. Irene Robles-Lopez wrote in chat that the issue has already been presented and being looked into.
    - Jon Wesley spoke of his previous experience with badge access.
    - David Bea - concluded the conversation stating the need for more key administrators involved in the discussion
- **Staff Council Business ..... 10:25am**
  - Representative Reports: – Constituent Feedback
  - Governing Board Update: – Michael Lopez, Governing Board Representative

- Sept 8th Board meeting
  - Discussed funds that were to be provided for students in need for clearing money owed for school. Jon Wesley replied about 4,300 students.
  - Chancellor - put in draft of a preview for the upcoming year at the Board Meeting. (See agenda and meeting notes for the governing board report).
- - Communications and Outreach Committee: – Christopher Rodriguez, SC Communications Officer
    - New communication template being developed
      - Relates to staff feedback. Officers created feedback Google form based on area and sent it out to their areas. Showed the form and asked for feedback.
  - Treasury – Fatima Wilson, Treasurer
    - Budget Update
    - Staff Council shirts
      - Voting results: 96.2 approve the purchase of T - shirts. 63% approve T-shirts for friends of the staff council. Discussed possible cost of each shirt.
      - Questions about Friends of Staff Council
        - Questions about the t-shirt fabric. What should the friends of staff council shirts look like?
        - Fatima Wilson - provided an email address for questions.
  - Sub-Committee Reports
    - Bylaws Committee: – Recruitment will take place
    - Election Committee: – Recruitment will take place
      - If you'd like to be on any of these committees contact Jon or any SC rep.
- **Adjourn**

**Next Meeting**

**Friday, November 5, 2021 8:30-11:00 am**

**Virtual, Google Hangouts**