

**STAFF COUNCIL MINUTES**

Friday, December 3, 2021

8:30am – 11:00am

[Virtual](#), Google Hangouts

Attendance:

**VOTING MEMBERS**

Roxanne Brumitt

Denise Quijada

Kathleen Budway

Manny Carrillo

Seana L Chaves

Adelita Cortez

Celia Tapetillo

Shari Dill

John Wesley

David A Donderewicz

Fatima Wilson

Stephen Ebel

Erika Elias

Joseph M Forish

Kathleen Hernandez

Christopher Rodriguez

James Johnson

Guadalupe Serrano-Villela

Denise M Kingman

Lucy Simpson

Michael Lopez

Maria Malloy

Erica A Martin

Milo Mazanec

Dorothy Netherlin

**PROXIES**

Proxy Dorothy Netherlin for Sabrina Lovato and Charlene McConnell

**NON-VOTING MEMBERS**

David Bea

Ellen Swanson

Ouatfa Chuffe-Moscoso

Carleen Thompson

Gloria Coronado

Michael Tulino

Susan Desjardin

Evan Goldberg

Ricky Gonzalez

David Parker

Morgan Phillips

Irene Robles-Lopez

Janette Valencia

Ana Rodriguez

**Not in Attendance:**

Sabrina Lovato

Martina Macias

Charlene McConnell

Francine Tupiken Ruelas

- **General Matters..... 8:30am**

- Welcome & Introductions -Jon Wesley
- Guests please say Hello in the Chat
- Member Roll Call - Dorothy Netherlin, Staff Council Vice Chair - Dorothy Netherlin conducted roll call.
- October & November Minutes Status Update - Erica Martin, Staff Council Secretary
  - Sent out October minutes for approval with 100% approval. Ready for posting.
  - November minutes will be sent later today or Monday for review and approval
- **Business Reports ..... 8:45am**
  - Provost's Office: –
    - Provost's Report - Morgan Phillips, Vice Chancellor for Academic Excellence & Acting DC Campus Vice President
      - Memorial statement - remembering Manuel Durazo. CQI has many updates listed in the Provost newsletter.
      - Multiple programs in teachout. Concentrations will be going away to provide more flexibility but pathways will be more focused for better guidance.
      - AGEC changes - category name changes.
      - Timelines for course outcomes are due in January.
      - See Provost report for more information.
  - IT: Updates: – Evan Goldberg, Deputy Chief Information Officer
  - Facilities: –
    - Safety Update – Ouafra Chuffe-Moscoco, Director of Environmental Health & Safety
      - COVID Report - increase in cases in November up through 23rd: Students - Contract tracing chart displayed for students, Employee chart showing exposure and positive cases. Increase in positive exposures and cases, no negative reports for November.
      - Self- report chart displayed (student, employee, vendors). Ouafra gave Kudos to Student Affairs - Suzanne Desjardin and CVP's for keeping up with reporting.
        - Fatima Wilson asked a question - As the self-reporting process happens on a voluntary basis, how does it impact the accuracy of the presented information? Ouafra Chuffe-Moscoco responded that it is not mandated but encouraged. Dr. Phillips and Ouafra Chuffe-Moscoco responded - no definite answer.
      - Ricky Gonzalez was interested in what proportion of our COVID cases were people that were previously vaccinated. We don't have that data.
      - Rapid Testing - Celia Tapetillo - asked a question about boosters and the new strains. Ouafra Chuffe-Moscoco responded that research is presently being conducted and the boosters will help you to have less severe strains. It's still a healthy practice to get the vaccine and boosters. Erika Elias - added to the point regarding the importance of boosters.
      - Ouafra Chuffe-Moscoco asked David Parker to add to the discussion - Vaccines greatly reduce likelihood and probable severity but do not make someone immune. The booster increases antibodies that fight the virus. It has proven effective against Delta. Effectiveness for the Omicron variant is still unknown. Shari Dill - discussed Omicron's symptoms. Milo mentioned a new case developing.
      - Fatima Wilson asked if those who are monitors are concerned. Also asked, at what point will the college decide that it is not worth the risk to expose

individuals to COVID. Ouafra Chuffe-Moscoco responded that the same information has been provided to the ELT in order to make informed decisions. Ouafra Chuffe-Moscoco also reiterated some statistics in this response.

- David Parker responded - The vaccine advisory group is monitoring Covid processes carefully. PCC had strong policies in place. Recognizing the practices in the community are not following the same guidelines. David Parker reiterated best practices for protecting self against COVID.
- Ouafra Chuffe-Moscoco - David Dore, Denise Morrison, Suzanne Desjardin, David Parker and others meet as a group to make recommendations to the Chancellor. Michael Lopez asked -Would you be able to provide a sample of the recommendations from the Pandemic Advisory Group regarding the outside community on campus? Ouafra Chuffe-Moscoco responded that it is in progress. Fatima Wilson asked how many groups are there in total to handle the Pandemic. David Parker responded that there are two under the Pandemic Advisory Group, Vaccine Advisory Committee, Vaccine Steering Group - and distinguished differences.
- Human Resources: – Carleen Thompson - Assistant Vice Chancellor-Human Resources
  - HR - updates
    - Employee Learning and Dev. - Curriculum has a number of subjects that are mandatory for every employee such as mandatory reporting, sexual harassment, wage and hours and others. The date for these has been changed to align with security awareness training. Due date is February 15th. Two parts - refresher part and info. security awareness training.
    - Employee relations/talent acquisition: Focus on building up an employee relations team. Katie Chimienti will be an HR support coordinator. Joy Hall will be joining as a Business member. Still searching for a senior HR business partner.
    - Class and Comp. Study- SEGAL team has done much with faculty but will be moving on to staff focus. There is a staff class/comp. advisory committee.
    - Mike Lopez asked: Could you provide the timeline for completion regarding the SEGAL class/comp study? Carleen Thompson replied mid to late spring.
    - Ricky Gonzalez asked about staff information groups and Carleen Thompson replied that it would need to be coordinated through the Class/Comp Advisory Team.
    - Discussed CUPA survey results that could be helpful in next steps.
    - Vaccine updates, if you have been vaccinated, please enter your information and reiterated steps, communication efforts and that supervisors will receive reports. Jon Wesley asked how many people do we still need to hear from. Replied that Denise Morrison will need to provide this information.
    - Kathleen Budway asked: there are a number of employees in my division that I'm representing. and they are wondering when they might get a response in terms of their either religious or medical exemptions. Reply: information will be coming out next week. There will be a very lengthy directive of information out to the entire employee population on the vaccine mandate.

- Dr. Bea indicated that more education around the compensation part will take place in the Spring.
  - Michael Tulino asked, when will employee emails and supervisor reports be coming out. Carlene Thompson replied that email will be going out today and supervisors emails will be going out twice a week.
  - David Bea responded - rough numbers, last count 1700 positive indications of vaccinations, payroll 2600. The difference might be adjunct/temp, so working on refining these numbers. The numbers increased within the last few days. Now we will work on how to identify if there are pockets of workers that are not reporting. Thank you for your patience with the employee services center. They work hard to get back to individuals.
  - HR Updates
    - <https://drive.google.com/drive/folders/1ALnwWQleQ969pXJtk3qT5vRDoDKj8UUu>
- Finance, Admin, & Staff Council Liaison: – David Bea, Executive Vice Chancellor-Finance & Administration
- General Updates - David Bea
    - Updates on virus presented already. Discussed Board study sessions and topics of budget and increase in tax levy/tuition. Number of positions in comparison with enrollment numbers. Gave Board a primer on Class/Comp. Will provide staff with more information to explain what class/comp is, how compensation is defined and approached and how raises/steps are determined. In addition, what type of structure does the college want to use going forward. Spoke with the board on a few class/comp issues such as faculty structures and staff structures, example - step increase system.
    - Revenue - Board is open to increasing tax levy. Hesitant about tuition increase unless there is a large benefit. Discussed plans related to enrollment (maybe 3 year) to better adapt to a new enrollment reality. Expenditures priorities and compensation will be the greatest discussions as an ongoing conversation.
      - Fatima Wilson – encouraged all staff members to watch the study session. Dr. Bea at the 17-minute mark per Fatima Wilson.
    - Board Study session:
      - <http://go.boarddocs.com/az/pima/Board.nsf/goto?open&id=BXNSC371E1F4>
    - Jon Wesley asked about the Chancellor’s pay and Dr. Bea responded that the increase was the same proportion as all employees. Michael Tulino added that advocating for those on the lower salary range would be considered a priority when considering increases. Dr. Bea responded to dynamics around the bigger picture related to salary considerations such as market trends.
    - Michael Lopez asked do you think we should be able to see and have a clear cut timeline on the Segal project?
    - Celia Tapetillo - asked ??

- Michael Tulino, can you expand what you said about the \$2000 flood insurance?
- Ricky Gonzalez - asked about the timeline for making these salary adjustments/compensation. Dr. Bea responded about the process: pinpointing targets, prioritizing and examining resources to make recommendations to the Board who will decide.
- Christopher Rodriguez - asked about policy and how to ensure that staff who have been with PCC for a while compared to newly hired faculty will be fair. Dr. Bea provided an example of what was done for Faculty and how that will be considered for staff as well.
- Oufta Chuffe-Moscoco asked - about faculty having a difference in pay scales based on education, could this happen with staff? Dr. Bea responded with examples such as career laddering. If it occurred, it would not necessarily be education related.
- Ricky Gonzalez - AERC - appreciates David Bea and Kathleen Ripley for attending the meeting and taking time to listen and discuss group needs.
- Finance Report
  - <https://drive.google.com/drive/folders/1ALnwWQleQ969pXJtk3qT5vRDoDKj8UUu>
- Committee/Work & Task Group Representatives:
  - All College Council: – Dorothy Netherlin
    - Dorothy Netherlin attended - described the discussion with ACC. Summarized - listened to different ways to approach college issues.
    - Benefits Work Group: – No Update
  - Enrollment Management Committee: – No Update
  - AERC-All Employee Representative Council:
- **College Business..... 9:45am**
  - No AP's
  - No BP's
- **Employee Group Reports ..... 10:15am**
  - AFSCME Report: No Report at this time
  - ACES Report: No Report at this time
- **Open Forum and Discussion Topics (Staff Council and Guests)**
  - Guests - None
  - Staff Council Members - Dorothy Netherlin - welcomed 5 new members and expressed congratulations to David Parker, Priscilla and self- for representation in Arizona Wellness Council
  - Kathleen Budway - ACES and other staff in Adult Ed had questions forwarded up the chain and especially the timeline for termination and if these have been addressed. Jon Wesley suggested that questions be forwarded to Staff Council officers. There are some answers addressed in the FAQ page. Kathleen Budway reiterated the question. David Parker - replied that questions were categorized and answered as best as possible and encouraged any additional questions to be sent forward to be addressed. Spoke on termination date and stated that it was a firm date and reiterated the importance of early requests for accommodations for those who need it.
  - David Parker - wants to ensure there are opportunities and monitoring availability and vaccines are available. If you are using clinics, etc, there may not be appointments by the due date.

- Ellen Swanson asked- Does that mean the last day of work for employees who have not gotten the vaccines is Jan. 4? David Bea replied that is the last day for compliance.
- Ricky Gonzalez - asked about those currently active with the virus? David Parker discussed the medical waivers that would be needed and understanding ADA policies as well.
- Ellen Swanson - asked who is liable for adverse reactions from taking the vaccines?
- David Parker - had no reply. David Bea replied - no evidence that there are significant adverse effects and most issues would be covered via college provided health care and sick leave. Kathleen Budway - shared awareness of employees being impacted by adverse effects and issues with co-pays. Dr. Bea will speak to **ESC** and medical resources about concerns presented.
- **Staff Council Business ..... 10:25am**
  - Representative Reports: – Constituent Feedback
  - Governing Board Update: – Dorothy Netherlin, Governing Board Representative
    - November Meeting Update - Dorothy Netherlin - discussion of HLC visit and Board members raised concerns on the reasoning. FTSE and COVID-19 vaccinations.
    - Jon Wesley asked - what's the reason for the HLC visit. Dr. Bea - not immersed in the middle of the issue but the TRANE contract- reduces energy consumption and is integrated in academic programs and accessed by students to help them learn. The contract was awarded and the college and how the contract was negotiated. The board and how the board is making decisions. Dr. Bea provided a detailed explanation of what is involved in the contract and services. Shari Dill asked about cost/savings with the project/contract.
    - Fatima Wilson - asked a question about solar panels specifically. Also asked about what other green technologies can be looked at to generate more clean energy.
    - Dr. Bea gave some possible scenarios and discussed campus energy efficiency focus moving forward. Jon Wesley also responded on energy initiatives. Discussed Climate Planning Team. Ouafra Chuffe-Moscoco shared the website that PCC through Dept of Env Safety partnered together with to collect grease and oil.
    - <https://www.webcms.pima.gov/cms/one.aspx?portalId=169&pageId=57426>
  - Communications and Outreach Committee: – Christopher Rodriguez, Staff Council Communications Officer
    - New Communication Forms -
      - Any questions from the forms. Question on class and comp came in this week.
      - Fatima Wilson - presented information -
      - Chris Rodriguez presented the new hires in Student Affairs. New career counselor starting in January.
      - Christopher Rodriguez - hiring two new enrollment liaisons - DV and DT
      - Positive Experience: Six Enrollment Advisers have been hired district –wide. They will start on December 6, 2021. In addition, three Program Advisers and two Student Life Coordinators were also hired. Two PAs started on November 8. The other staff will start December 6, 2021. Student Affairs welcomed the new staff. And 2 new Enrollment and Advising Liaisons per Suzanne Desjardin.
      - Christopher also provided staff questions that were collected.
      - Challenges: On November 8, the first day of registration for the Spring 2022, the internet went down. New students had made appointments with Enrollment Advisers to register for classes. EAs were not able to assist them. Many colleagues noticed that during peak, and during the first few days of the first semester, Banner does not always work properly. This in turn negatively impacts students.

- Fatima Wilson - responded to this challenge with IT staff. David Donderewicz responded on enrollment plus for Spring 2022. Chris and David replied to the fact that it was more of a system's issue. Jon Wesley would like to forward this to Evan Goldberg.
- Treasury – Fatima Wilson, Treasurer: –
  - Budget Update
  - T-Shirt Status - ordered 15 for SC members and 8 for friends of SC. Total cost is 382.48. Perplexed by the shipping estimate, it is \$150. Received an email about logos on t-shirts of 23 shirts all together. Two logos for staff council and friends of staff council. Budget is \$1,500 and we now have 5 new members. Fatima Wilson described the shirts.
  - Expenditure Requests
- Sub-Committee Reports
  - Bylaws Committee: – Two new members - Celia Tapetillo and Kathleen Budway
  - Election Committee: – New Representatives introduction
    - Fatima Wilson - we need to elect a new governing board representative. Dorothy will work on elections for this. Dorothy will conduct the January meeting as Jon Wesley will not be present.
- **Adjourn**

**Next Meeting**

**Friday, January 7, 2022 8:30-11:00 am**

**Virtual, Google Hangouts**