



**STAFF COUNCIL MINUTES**

Friday, February 4, 2022

8:30am – 11:00am

[Virtual](#), Google Hangouts

Attendance:

**VOTING MEMBERS**

Kathleen Budway

Shari Dill

Stephen Ebel

Raphael Gill

James Johnson

Sabrina Lovato

Maria Malloy

Milo Mazanec

Charlie McConnell

Christopher Rodriguez

Celia Tapetillo

Fatima Wilson

James Johnson (add per Jon Wesley)

Adelita Cortez

Erika Elias

Denise Kingman

Erica Martin

Dorothy Netherlin

Denise Quijada

Guadalupe Serrano-Villela

Lucy Simpson

Francine Tupiken Ruelas

Jon Wesley

**PROXIES**

Proxy Monserrat Caballero for Wendy Scheder-Black

Proxy Milo Mazanec for Roxanne Brumitt

Proxy Dorothy Netherlin for Fatima Wilson (part of meeting)

Proxy Nadine Sotomayor for Seana L Chaves

Proxy Christopher Rodriguez for David A Donderewicz

**NON-VOTING MEMBERS**

David Bea

Ouatfa Chuffe-Moscoso

Susan Desjardin

Keri Hill

David Parker

Carleen Thompson

Michael Tulino

Gayle Bell

Evan Goldberg

Ana Rodriguez

**Not in Attendance:**

Roxanne Brumitt

Seana L Chaves

Manny Carrillo

Gloria Coronado  
Kathleen Hernandez  
Wendy Scheder-Black

David A Donderewicz  
Joseph M Forish  
Michael Lopez

- **General Matters..... 8:30am**
  - Welcome & Introductions - Jon Wesley
  - Guests please say Hello in the Chat
  - Roll Call – Charlie McConnell, Roll Keeper - conducted roll call
  - Minutes Status Update - Erica Martin, Staff Council Secretary -provided minutes update
    - 14 approving December 2021, 12 approving January 2022
  
- **Business Reports ..... 8:45am**
  - Chancellor’s Office: – No Update
  - President of Campuses: – No Update
  - IT: Updates: – Evan Goldberg
    - Evan Goldberg spoke on behalf of Scott McGowan (Acting Director of IT)
      - Provided an update on phishing. Initiative to stop phishing - installing malware on machines within the organization. This is a top priority for this year. Posted a link about the IT annual refresher training. Please complete training.
    - <https://training.knowbe4.com/>
    - Will provide an @PimaNews article on the training. Discussed what to do in a case of suspected phishing. A member asked to see a visual demonstration of accessing the training.
    - M. Tulino asked about the outage. Evan Goldberg will research today’s outage.
      - @Michael - Regarding the Banner outage: on Wednesday one of the three servers in the Banner pool had an issue and was taken offline. During this morning’s outage, a third server was added back into the pool. While operating on two servers we did not see any performance issues or slow response times. We also addressed an Oracle system clock issue that was affecting D2L classes.
  - **Human Resources: – Carleen Thompson, Assistant Vice Chancellor HR**
    - Employee Learning & Development
      - Due date of 2/15/2022 - College Directed Training. Curriculum and link has been sent out.
        - 60% of employees have completed it.
        - Shari Dill - asked how long the training is
    - **Employee Relations/ Talent Acquisition**
      - David Rucker - joined the HR employee relations team 1/31/2022.
      - Staff performance evaluations - 58% complete, 26% still in progress
      - Final extension set for first week of March
      - Fourth quarter 2021 - 89 new hires and 29 separations (a number of those retired)
      - Provided employee demographics.
    - **Classification and Compensation Study**
      - 250 staff jobs at PCC, SEGAL has conducted the market survey analyses.
      - New salary tables are being mapped.

- Next steps - prepare info. to roll and share with the College population
  - Staff compensation committee a chance to weigh in on salary structures and offer training to support understanding.
  - Charlie McConnell - asked about salary increase incentives
    - Carleen Thompson - yes, after looking at structure and mechanics
  - Milo Mazanec- asked about starting salaries
    - Not decided but part of the work being done
  - Jon Wesley - timeline on the process
    - Carleen Thompson - Within the next 6-8 weeks.
  - Shari Dill - phases of determining pay increases and asked about employees who are placed too low.
    - Carleen Thompson - Work in progress
  - Kathleen Budway - If employees are placed too high what will occur. No one will lose their salary if they are too high.
  - Carleen Thomson - may email with additional questions

■ **Provost's Office: – Morgan Phillips, Vice Chancellor for Academic Excellence & Acting DC Campus Vice President**

- You have access to the provost report. Highlights - Black History month activities
- Encouraged to participate in Cafe con Leche & Tea and the Provost Office Hours
- Passing of Patricia Townsend - Math Faculty
- Curriculum Quality Improvement information
- Working on Fall 2023 program changes
- Recognizing people who have received awards for Pima Online.
- Diversity Equity and Inclusion info.
- Dual Enrollment info.
- Emergency Funds and PCC leading in this area
- Employee Engagement and Career Services
  - Jon Wesley - asked about HEERF and technology. Are we considering student needs moving forward
    - Dr. Phillips - success with a lending program with laptops and will keep it up.
  - See provost report for more details on these areas.

○ **Facilities:**

- Environmental Health & Safety: – Ouatfa Chuffe-Moscoso
- Safety Report
- Shared report:
  - Recognized employees who help collect information and put reports together.
  - Self-report - 93 students that self-reported but have not been on site.
  - Employees- Jan 12 -28 data - employees who help gather reports. - See report for details and additional charts on cases and exposures. Reminded employees processes associated with exposure such as getting tested, staying home.

- Nadine Sotomayor: How is the contact tracing done with staff and faculty? It seems that some staff either did not report or no contact tracing was done. How does the process work?
  - Ouafra Chuffe-Moscoso - it depends on many factors and discussed some scenarios.
  - Presented information on rapid self-testing kits received - 298 tests conducted in the district, only 2.8 tested positive (non-symptomatic).
  - Discussion about to whom and how notifications about positive student cases are communicated.
  - The Covid report updates that are being shown in this meeting will be available on Tuesday.
  - Discussion about safety supply stations stocking/training for shopping carts.
  - Contact Ouafra Chuffe-Moscoso regarding further questions
  - Jon Wesley: Doing a great job with providing Covid tests on campus and thanked Ouafra for providing the KN95 mask
- **Finance, Admin, & Staff Council Liaison: – David Bea, Executive Vice Chancellor-Finance & Administration**
    - Annual Audit Cycle
      - Sent an updated report on the annual audit process which ended in June of last year. The Financial Report is on our website. There is also a comparison year after year to see trends. There is some statistical information and changes on it as well and changes over the last 10 years.
      - Overall - Net assets increased by 25 million, down 10 million from a year ago. Still a positive end of the year result. Change in revenues between the two years decreased by 17.5 million dollars. Fifteen million of that came from a one-time contribution appropriation from the state so not a huge change in revenues. Between tuition revenues and investment earnings - those were down about 10 million dollars and offset by HEERF which provided a more positive outcome.
      - Report to Board - Discussed financial performance being good but concerns are: tuition and investment earnings mainly.
    - Audit for Federal programs such as Financial Aid, HEERFs funds, grants programs - results were positive. Compliance reviews were done and the outcomes were good. The Finance, IT, and Registrar's office have worked hard to produce these positive outcomes. IT has made great progress in improving security issues.
    - Expenditure Limitation - finalized - because tuition and investment earnings are down, those are still good revenues compared to expenditure limitations.
      - Would have exceeded the limitation by 20 million dollars last year (fiscal year 2021), but did not due to Prop 481 and carry forward.
      - If enrollment doesn't change, we may be facing another expenditure limitation discussion in five years. Focus now on being responsible

about expenses, bringing in good revenues, and trying to build enrollment and tuition revenues.

- Thanks to those who supported the audit process.

- **College Budget**

- Study Session planned with board 2/21/2022.
  - Share a three - year outlook - strategies that might be put in place, class/comp indications, and inflation pressure.

- **Employee benefits**

- Actuarial analysis - The overall increased contribution is going up 2.5 %, and the College will absorb the cost. Discussed open enrollment process for upcoming year. The College has been committed to keeping costs down for employees regarding employees' benefits.
- Shari Dill - read contributions were going down according to the ASRS newsletter.
  - David Bea replied on scenarios on contributions towards benefits.
- <https://drive.google.com/file/d/1VLBSN6PIUhhQsDNiiqe1SW3w-KiEFAD/view>

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- **Committee/Work & Task Group Representatives:**

- All College Council: – New signage for bathrooms in the works
  - Gender neutral/baby changing stations/bathrooms
- Benefits Work Group: – No message
- Enrollment Management Committee: – No message
- AERC-All Employee Representative Council: – No message
- **College Business..... 9:45am**

- A.P.'s - none for review
- B.P.'s - none for review

- **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: – No guest presented
- Staff Council Members: –
- Christopher Rodriguez -
  - Provided a facilities update
- Fatima Wilson - would like HR to see if current employees could have priority in moving to open positions for transfer to other campuses. Outlined rationale for the transfer.  
To whom would this request be made?
  - Dr. Phillips responded to the process and gave the history about campus based operation to College based on hiring and movement.
  - Fatima Wilson - referring specifically to Enrollment Advisors and some Program Advisors within Student Affairs.
  - Presented by another employee: Why is leadership so against people working from home? Would like clarity on reasoning.
    - Discussion on “work from home” dynamics.
      - Milo Mazanec

Could we hear a report next meeting from the Remote Work Committee?

- Morgan Phillips
  - It is important for us to remember that even in the original phases when almost everything was "closed" we still had people on campuses doing necessary work. It is almost impossible to say all areas are going to be treated the same because impacts on our students and campuses are different for different areas.
- Suzanne Desjardin
  - Thank you Morgan. We also discussed Fatima's question in another meeting this morning with Dr. Dore and members from the Pandemic Group.
    - Fatima Wilson
      - Suzanne, with due respect, a number of staff members felt that their questions were not addressed properly due to lack of time at the meeting this morning.
  - Suzanne Desjardin
    - Hi Fatima- re: the AM meeting, we set up the Google Form so that folks could submit Qs which you saw were covered. I know the open forum had more Qs. As mentioned this AM, we can set up follow up meetings by groups to ensure all Qs are addressed. Thx.
  - Fatima Wilson: Who makes decisions regarding when employees work virtually and how changes occur regarding Covid outbreaks.
    - Carleen Thompson - requested that this question be presented to the Pandemic Advisory Group. Could the members of the Staff Council feed the exact questions that are presented regarding these questions?
      - Ouatfa Chuffe-Moscoso - PAD meets every week to stay on top of trends.
  - Discussion on Pandemic/Covid Updates
  - Clarifying question and discussion on Work from Home policies if there are any.
    - Issues surrounding work from home were presented and members were invited to present questions to the pandemic advisory group.
- **Staff Council Business ..... 10:25am**
  - Representative Training: - Jon Wesley, Coming in February
  - Upcoming Meetings: Update
    - Breakfast meeting will not take place until we see changes
  - Chancellor provided - as of January, we had 87.5% vaccinated and exemptions.
  - Chancellor reported - Harvard reached out to PCC and ASU and PolyTech partnerships
  - Representative Reports: – Constituent Feedback
  - **Communications and Outreach Committee: – Christopher Rodriguez, SC Communications**
    - Rep Feedback
  - **Governing Board Update: – Dorothy Netherlin, SC Governing Board Representative**
    - Update - Election held at the January 12th meeting. Elected Chairs - Chair is Catherine Ripley and Vice Chair Demion Clinco. Arizona Association of

Community College Trustees Representative - Demion Clinco and alternate is Catherine Ripley.

- Chancellor presented - As of Jan. 87.5% vaccinated, 26% under for review for exemption, 213 employees did not provide info.
- Harvard reached out to PCC for a partnership and ASU polytech (Master's in 5 years).
- David Parker - spoke on Vaccine mandate/district court update
- Employee numbers have grown - regular employees all over 90% vaccinated
- Treasury – Fatima Wilson, SC Treasurer: –
  - T-shirt Update: The 23 T-shirts have been mailed to the Staff Council Reps and Friends who ordered one. Four additional T - shirts for the new Staff Council Reps have been ordered through a different vendor. Factors such as cost and material were considered when choosing a different vendor.
  - Breakfast postponed
  - Budget update: Purchase of 27 T - Shirts: \$327.16 + \$73.93 = **\$401.09**
  - \$1,500 - \$401.09 = **\$1,098.91** (Left in budget.)
- **Sub-Committee Reports**
  - Bylaws Committee: – Revised Bylaws Comments and Upcoming Review in February
    - Check the Bylaws and pass it along to one of the officers for discussion
  - Election Committee: – Updates - upcoming elections where we will need to fill immediately.
  - Any other questions, comments or concerns? None
- **Adjourn**

**Next Meeting**

**Friday, March 4, 2022 8:30-11:00 am**

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