

STAFF COUNCIL MINUTES

Friday, June 2, 2023
8:30am – 11:00am
Virtual, Google Hangouts

**ATTENDANCE
VOTING MEMBERS**

Gayle Bell
Aurie Clifford
Seana Chaves
Adelita Cortez
Antje Cruce
Shari Dill
Sabrina Lovato
Joseph M Forish
James Johnson

Susanna Loree
Erica Martin
Milo Mazanec
Dorothy Netherlin
Christi Noyes
Denise M Quijada
Maricruz Ruiz (partial)

Christopher Rodriguez
Francine Tupiken Ruelas
Guadalupe Serrano-Villa
Lucy Simpson
Celia Tapetillo
Julian Vega
Jon Wesley

PROXIES

Erica Martin for Cody Watts
Wendy Scheder-Black for Denise Kingman
Erica Martin for Maricruz Ruiz (partial)

NON-VOTING MEMBERS

David Bea
Brandye D'Lena
Evan Goldberg
Keri Hill

David Parker
Kate Schmidt

Joi Stirrup

Michael Tulino
Carleen Thompson

NOT IN ATTENDANCE

Cody Watts
Denise M Kingman
Mariya D Varavva

- **General Matters..... 8:30am**
 - Welcome & Introductions
 - May Minutes Approval - Erica Martin, Secretary
 - Attendance - Erica Martin, Secretary
- **Business Reports 8:45am**
 - **Provost's Office:** Written Report Only
 - Provost's Report

- **IT: Updates: Evan Goldberg, Deputy Chief Information Officer**
 - Various Areas - Security Practice/Systems Updates, Laptop Configuration Updates, Security Awareness Training
 - IT Security Awareness Training – New Vendor (NINJIO)
 - One video a week as part of the training for the next 3 Tuesdays - Purpose – Hardening our people’s security practice and our systems and networks -One video per month after the initial weekly training
 - Helps us to save our cyber insurance coverage
 - New IT change to laptop configuration still in progress.
 - *Responded to questions on NINJIO training and Banner Audit form.*
- **Human Resources: Carleen Thompson, Assistant Vice Chancellor of Human Resources**
 - Human Resources Report - College Directed Training Refresher - September 2023
 - Employee Learning and Development: Time for College-directed training
 - Refresher will launch September of 2023. Required for all employees to keep the college up to date for federal, state and HLC requirements
 - *Responded to questions on College-Wide Trainings.*
 - **Hiring updates**
 - Recruiting for 9 positions through a national search firm: 99 Open FT Requisitions, 45 Temp recruitments
 - Myers McRae, a national search firm, is currently recruiting 5 positions for PCC.
 - Vice Provost of Academic Affairs - Candidate selected
 - Assistant Vice Chancellor for Finance
 - Vice President of International Programs
 - Director, HR - Talent Management and Employee Relations - Candidate Selected
 - Candidate will be introduced to Staff Council
 - VP for Enrollment Management- Accepting applications, charge meeting complete, reviewing Applications.
 - **Class and Compensation Updates:**
 - Salary increases for FY24 will be included for approval in the Board meeting in June.
 - It is anticipated that staff will see a year in position credited which is about 2.6% increase or a flat \$2000 - whichever is greater. This is what is being proposed, not yet approved
 - *Responded to questions around compensation with lower earning employees and new employees*
 - The College’s Affirmative Action Plan is being finalized
 - Work from Home Policy Updates:

- Went through a third review with the Executive Leadership Team and well received
 - Requested some scenario-type examples be included in the policy - The plan is that it will be rolled out in August 2023
- **Facilities: Brandy D'Lena, Assistant Vice Chancellor of Facilities**
 - Facilities Report
 - New WC Manager, Facilities and Operations a warm welcome. Anthony Snyder
 - **Facilities Infrastructure**
 - Sliding Glass door replacement is underway at Desert Vista. Downtown Campus replacements to follow
 - MS Warehouse Project: Plan set is review of compliance approval then will be submitted to the AZ Fire Marshal's office for permitting
 - Sustainability improvements continue to make progress - after thermostats are replaced with controllers, temperatures will be set remotely with the new sustainable summer - parameter of 76 degrees +/- 2 degrees
 - *Responded to questions about temperatures and student employee comfort*
 - The Energy Resource Management position has been posted. Please spread the word so we can attract a great candidate. Stay tuned for an upcoming recruitment for Trade Specialist, Electrical
 - Scissor and boom lift training will occur June 14th, great enrollment with a few spaces remaining. Contact Vanessa Moon to get on the list
 - **Security/ Access Control**

Card Readers software upgrades are underway and may result in intermittent outages for the next few weeks. Facilities are grateful for your patience as we improve our security systems.

 - *Responded to questions on Security Access and glitches. Working on fixing the glitches, discussed alternative ways of entry and how emergency situations are impacted.*
 - Facilities continue to send requests for enrollment in PCCAlert and responsiveness has been great
 - Thanks to everyone for continuing to improve college safety. If you haven't enrolled, please go to My Pima, Employees, Work, Work, left-hand column – Banner Online, Banner Self-Serve, Personal Information, Update Personal Information, Phone Number, PCCAlert Text (Primary) – edit/add mobile phone number.
 - **Event Services**

An automated CVP approval process is also undergoing beta testing now - Help us with the Beta Testing process:

 - College Events - Link to form was provided
We look forward to hearing your suggestions.
Email facilitiesinfo@pima.edu

- Finance, Admin, & Staff Council Liaison: David Bea, Executive Vice Chancellor - Finance & Administration
 - Finance and Administration Updates
 - **College Budget**
 - May 2023 meeting – board tentatively approved the budget for review. Links were provided for these publications:
 - Capital Project Plan for Fiscal Year 2024
 - Publication of the Fiscal Year 2024 Proposed Budget
 - June 14, 2023 Public Hearing and Special Meeting will present on:
 - Property Tax Rates and Levies for Fiscal Year 2024
 - Budget Adoption for Fiscal Year 2024
 - June 14, 2023 Governing Board Meeting will present:
 - Employee Salaries and Wages
 - Moving employees’ salaries up based on a year of experience. Increases for adjunct faculty and other employees (part- time and temporary) are included. Either a year of experience increase or \$2,000 is the recommendation - Increases are based on the current market. Discussed the importance of using market ranges to determine increases
 - Board-approved Capital Budget and list of included projects. Public forums have taken place on projects. For example – the Downtown Hotel properties and the Historical aspects. Elaborated on the processes concerning these projects
 - Discussed Public Safety Institute move to East Campus and conversations around the move
 - **Chancellor Transition**
 - Discussed Chancellor’s Transition and factors associated with it.
Responded to questions and comments around the transition
 - Committee/Work & Task Group Representatives:
 - Benefits Work Group:
 - AERC-All Employee Representative Council:
- **College Business..... 9:45am**
 - A.P.’s - none
 - B.P.’s - none
- **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)**
 - Other Guests
 - Staff Council Members:
- **Staff Council Business 10:25am**
 - Representative Reports: Constituent Feedback- Christopher Rodriguez, Communications and Outreach Officer - no feedback update

- Governing Board Update: Governing Board Update: James Johnson, Governing Board Representative
 - May 10th Board Meeting - Update Provided by Dorothy Netherlin
- Treasury: Cody Watts, Treasurer
 - No Update

- **Meeting Announcement**
 - Next Meeting
 - **Friday, July 14, 2023 8:30-11:00 am**
 - **Virtual, Google Hangouts**

- **Adjourn**