

STAFF COUNCIL MEETING MINUTES

Friday, July 10, 2020
8:30am – 11:00am
Google Hangouts, Virtual

Attendance:

VOTING MEMBERS

Gloria Coronado
Susana Armenta
Kathleen Martinez
Fatima Wilson
Lucy Simpson
Jon Wesley

Roxanne Brumitt
Pedro Gallardo
Aida Vazquez
Montserrat Caballero
Manny Carrillo
Diane Miller
Victor Salazar

Ricky Gonzalez
Amanda Gordon
Katy Hernandez
Anthony Hinckley
Denise Quijaca
Michael Lopez

NON-VOTING MEMBERS

Keri Hill
Dolores Duran
Jeffrey Lanuez

Michael Tulino
David Bea
Andrew Plucker
Quatfa Chufe-Moscoso

Not in Attendance:

VOTING MEMBERS

Ricardo Gutierrez
Marcos Ameneiros
Brittany Hart
Daniel Lantz-Leppert
Bea Velazquez

NON-VOTING MEMBERS

David Dore
Julian Easter
Lee Lambert
Morgan Phillips
Kate Schmidt
Jeffrey Silvyn
Bruce Moses
Jeff Thies
Jeff Sylvyn

General Matters

Welcome & Introductions: Staff Council members and visitors' introductions. June staff council minutes were approved and posted to the Staff Council webpage.

Agenda Modifications - None

Public Comments and/or Questions - None

Business Reports

Human Resources: Updates - Jeffrey Lanuez, Chief Human Resources Officer & Assistant Vice Chancellor for Human Resources, Acting and Aida Vasquez, Advanced Program Manager, Classification and Compensation

- Outstanding Faculty and Staff awards are on hold until the fall after faculty return. Nominations will be requested during September-October to allow folks more time to submit nominations.
- The New Recruiting and Hiring Process email was sent out. Zoom sessions are coming out to share what work has been done and will be open for questions.
- The Compensation and Classification Study launch email has been sent out to employees. Jeffrey and Aida will work on a detailed timeline and preparation for emails seeking nominations for working committees.

- Aida explained the advisory committee will review to align class and comp to college goals. There will be a committee for Faculty and Staff. An email will be sent requesting nominations for interested participants who have interest in the classification and compensation groups. The understanding of the classification structure will be key to participation on the committee.
- Amanda Gordon asked if there was a possibility that PCC employees can be employed and live outside of Tucson, Arizona. Jefferey said there is no process currently in place, unless there was a business need. There are limited employees who fall in this category, due to business needs that were unable to be fulfilled in Arizona. In the future a full robust work from home guideline will be created and shared. As of now, if it does not meet business needs, the option to work outside of State is not an option.

Environmental Health & Safety: Updates - Ouatfa Chuffe-Moscoso,

- EHS and Facilities have been very busy working on site and continue to provide full occupational health and safety support to all employees both onsite and those working from home.
- Using the closure to conduct corrective actions for identified hazard conditions. To improve the safety for students and employees many fire and safety remodels have been conducted.
- Ouatfa meets every two weeks with Deans who have face-to-face hands-on responsibilities for courses that began June 5. Provided PPE for faculty, students and staff who are working face-to-face.
- Support College with COVID-19 response. Reminder to keep a social distance of 6 feet, wear a face-mask in public, hand wash or hand sanitizer to help protect yourself and the community.
- Pima County asked to share the announcement that free testing is available to help contain the spread of COVID-19. The optional test can be requested through Pima County. If an individual was within 6 ft. and did not wear a mask when near an individual who was diagnosed with COVID-19 can request a voluntary test. Those exposed to an individual who are asymptomatic may be carrying the virus and transmitting to others. The test is voluntary.
- Gloria asked what is the process for employees to submit claims for work needs. Ouatfa advised if an employee has an injury, they would submit an accident report through the Employee Service Center (ESC). If an employee has an ADA accommodation they would work with the ESC. In both cases the ESC will coordinate with EHS.
- In regards to providing employees with equipment or furniture at home, EHS has asked for clarification from applicable agencies in regards to the College's responsibility to provide inspections.
- Jeffrey advised if an employee is in need of going back to their work site, currently there is a manual process. A demo will be shared today from IT to automate the process by accessing the request through banner. More information to come.

IT: Updates - No Report

Provost's Office: Updates -Dolores Duran-Cerda

- The Provost Report was shared with the Staff Council prior to the meeting.
- The College was considering more courses as hybrid for the Fall prior to the spike of cases in Arizona and also prior to the summer reentry program cases. Now the schedule will have limited hands on components for accreditation purposes such as Nursing, Aviation and Vet Tech to name a few.
- International students will also be considered for hybrid courses following the ruling that requires enrollment in face-to-face classes to maintain their stay in the United States. Face-to-face course options being explored for IS are Student Success and Independent Study. Current registered students were notified of options. An outreach campaign was conducted for those

International Students not yet registered to ask for their plan to return to plan for those students as well.

- The first item on the Provost Report shared some readings for continuous education on diversity, anti-blackness, and how to have difficult conversations. Many have sent their names to join the commitment to address these issues.
 - Fatima recommends a book to be considered for the continuous education on anti-racism, *White Fragility* by Dr. Robin DiAngelo, as a good companion book to the readings shared in the Provost Report.
- Adult Basic Education has received their Grant and were selected for Inclusion for Best Practices as part of Advancing Education in Adult Education. They are continuing virtual services including support. The Faculty Resource Center has also gone virtual and is prepared for virtual support as well.
- Dr Lamata Mitchell is planning a community town hall to discuss racial issues planned for July 21 at 7pm for the Community led by local engineer, Dr. Amanda Goodsen. The Chancellor will speak as well and the discussion will be held on Zoom. More information to come.
 - Jeffrey shared that HR coordinated similar conversations to be held with the ELT and guest speaker Keith Edwards in a few sessions to discuss difficult conversations.

Facilities: Updates - Joyce Jayden,

- Facilities would like to express appreciation for the Essential workers. Most facilities employees are working on site with PPE, temperature checks and maintaining social distancing.
- The access control department is working with the Chief of Police to identify new needs for those who may be returning to work as updates have been incorporated since the work from home mandate. If an employee is planning to return to work they can proactively contact Facilities helpdesk in regards to their access card.
- Maintenance and Security is coordinating deliveries and mail pick ups, since the Facilities Receiving areas are closed. Patience is appreciated.
 - Additional delivery duties for staff such as check pick-ups from home and kits for students.
 - There is a one person property control department trying to conduct the end of the fiscal year work required. Joyce wanted to follow up on the email sent from Jeffrey and Human resources in regards to the option for complementary needs of staff to assist with department work. Jeffrey will follow up with Facilities on the request.

Committee/Work & Task Group Representatives: All College Council, Benefits Work Group, Enrollment Management Committee, AERC-All Employee Representative Council - No Updates

Finance: General Updates – Andrew Plucker,

- Andrew provided an overview of the Interim Guidelines for Purchasing as a response to the June Staff Council inquiries for work supplies needed while working from home.
 - The Purchasing process internal controls have been reviewed and interim guidelines have been launched to accommodate the work from home purchases.
 - Supervisors should approve all supplies to be shipped to an employee's home.
 - In the interim P-cards and Travel cards can be used to purchase items since many employees have travel cards, but do not have P-cards.
 - Andrew will forward the Interim Guidelines to SC Chair who will share with SC members.
 - Once a supervisor approves you have four options to order.
 - Office Depot orders - Send email to business-services@pima.edu who will place the order to be shipped to your home.
 - Department P-Card - Place orders and ship to home.

- Pay out of Pocket and submit for reimbursement.
 - Use of a Travel card if you do not have a P-Card. Recommended as the last option due to required reconciliation at the end of the month in which you order..
- The Business Contacts Google Group - Communication of changes that impact Business Services.
 - Employees can opt in as a member from G-Suite>Groups.
 - Interested employees can also email aplucker@pima.edu to be added.
- Employees can email business-services@pima.edu for assistance with Business Services processes.
- Gloria followed up on an inquiry from the June staff council session. Employees reached out to SC to express concerns that they were advised there was no funding to order supplies.”
 - Andrew said in general funds should be available. If a department needs some assistance reviewing the budget to purchase supplies the employee or supervisor can contact Business Services.

College Business

- No Report

Employee Group Reports

AFSCME Report: No Report Update

ACES Report: No Report Update

Open Forum and Discussion Topics (Staff Council and Guests)

- No Update

Staff Council Business: Updates -

- Campus/District Reports-Constituent Feedback - No Formal Updates
- Governing Board Update - No July Meeting
- Sub-Committee Reports: Updates
 - By-Laws: No update-No meeting
 - Election Committee: The SPD Work Group ballots were sent 7/9/20. The error was corrected to allow for more than one selection. The due date for submissions is 7/15/20.
- Communication Report: Staff Council members will receive a Google Form - *Working From Home Tools* to submit any ideas or needs employees may have related to technology resources to improve their work from home situation. SC would like to request a 15 minute resource presentation for future meetings.

Adjourn

Next Meeting

Friday, August 7, 2020 8:30-11:00 am

Virtual meeting-Google Hangouts