

STAFF COUNCIL MEETING MINUTES

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

Attendance:

VOTING MEMBERS

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

Anthony Hinckley
Montserrat Caballero
Manny Carrillo
Diane Miller
Victor Salazar
Ricky Gonzalez

Bea Velazquez
Denise Quijada
Michael Lopez
Amanda Gordon
Roxanne Brumitt
Pedro Flores-Gallardo
Katy Hernandez

NON-VOTING MEMBERS

Keri Hill
Bruce Moses
Ouatfa Chuffe-Moscoso
Rachel Araiza (Guest)

Irene Robles-Lopez
Michael Tulino
David Bea

Larry Redmond
Raj Murthy
Joyce Jayden

Not in Attendance:

VOTING MEMBERS

Ricardo Gutierrez
Marcos Ameneiros

Brittany Hart

Aida Vazquez

NON-VOTING MEMBERS

David Dore
Julian Easter
Lee Lambert
Morgan Phillips
Kate Schmidt

Jeffrey Lanuez
Jeffrey Silvyn
Dolores Duran-Cerda
Jeff Thies

General Matters

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

Business Reports

Human Resources: Updates - No Updates

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

- Q. What is the process for an employee to request Campus entry?
A. The employee initiates the request with the supervisor and then the request is routed to appropriate location administration for approval. There is a current process review to streamline access requests through Banner.
- Ouatfa shared a document from the Pima County Health Department that provides three new sites for free COVID-19 testing for the Chair to share with the Staff Council.

IT: Updates - No Updates

Provost's Office: Updates -Bruce Moses, Vice Chancellor

- The Provost Report was shared with the Staff Council prior to the meeting.
- Adjunct Faculty Fellow's update-Lisa Schumaier is the Adjunct Faculty Fellow for The Teaching and Learning Center (TLC). She is also the liaison for adjunct faculty regarding professional development initiatives. The Adjunct Faculty handbook is currently being updated for the Fall to include pandemic protocols, virtual instruction and contracts and additional benefits.
- Division Meetings with the Provost- The Provost would like to virtually meet with each Dean, Departments Heads, Discipline Coordinators and their faculty Division to touch base this fall semester. Calendar invitations will be coming soon.
- Deans' Update
 - The Deans' group reviewed the course cancelation deadline for Fall and decided to adhere to the 10 days before the Fall semester begins for canceling any sections that have 5 or fewer enrolled students. The students will be contacted and moved into another section for the 16-week sessions.
 - The Chancellor held a Black Forum with the Black community coordinated by the Provost in collaboration with Student Affairs and Marketing. 67 participants attended. Feedback indicated that there was an issue with accessing the zoom session, reducing the number of possible participants.
- Adult Basic Education for College & Career
 - Adult Basic Education for College & Career (ABECC) was selected as the *Excelling program award winner for program year 2018-2019 for Adult Basic Education/Adult Secondary Education!*
 - Quarter 1 of the new program year began in mid-July with 34 ABE classes (including 9 DL), 27 ELAA classes, 10 Refugee Education classes, 4 Rights and Responsibilities of Citizenship classes, 2 Math Bridge classes, and 1 Early IBEST for Computer Science class. Additionally, both Automated Industrial Technology IBEST and Logistics and Supply Chain Management IBEST programs are ongoing.
 - New Student Registration is ongoing. Interested students can email adulthood@pima.edu or call 206-7330.
- Dual Enrollment and High School Programs-The Dual Enrollment team has been effective in keeping the relationships of our partners by keeping in contact with them on a regular basis via virtual conferencing, email/messaging and phone calls/texts.
 - The team has updated the testing centers processes, Contacting Dual Enrollment High School Students with scheduling meetings to set up testing and registration information.
 - Regular standing meetings with schools or district leadership teams.
 - Work with Pima College departments to prepare newly hired faculty as well as potential faculty to acquire their certification
 - Identifying barriers through discussion with High Schools and working with PCC departments to develop assistance strategies.
- Curriculum & Articulation Services
 - Thanks to Stacy Naughton, Geselle Coe, and Jennie Conway for their dedication ensuring that the DegreeWorks student template/planner project met its completion goal date.
 - The curriculum team is partnering with the University of Arizona to develop UArizona and Pima Curricular Analytics Project. Meetings have been held with Dr. Gregory Heileman, Associate Vice Provost and Christy Ball, the Director of Transfer Credit & Articulation. The primary goal is to ensure that appropriate transfer program pathways have been developed.
 - Work is nearing completion for the 2021/2022 Academic Calendar. This will be sent out to the appropriate parties for review with a completion date set for the September 2020 Governing Board Meeting.
- Faculty Services and Resource Centers
 - *Faculty Services & Resource Centers* have staff ready to help all PCC Faculty.
 - Congratulations to the following staff members for completing PimaOnline's D2L Brightspace Teach Training (TE 125): Shari Eraclio-Jett, Jamie Irvin, Steve Kelley, Jessica

Richardson, Stacy Rodenberg, Lynn Strakbein, Natali Valenzuela, and our Faculty Affairs and Development Leader, Kate Schmidt.

- Our first G-Suite (Google Suite) Certification recipients also successfully completed their exam: Jamie Irvin, Natali Valenzuela, and Stacy Rodenberg. Look for their badge of accomplishment in their signature lines.
- Fall 2020 Virtual Unconference, August 7 and 8-Pima College employees and faculty are invited to attend "Beyond Imagination: The Fierce Urgency to Claim the Heart of Education," virtual unconference from 9 a.m.-noon.
 - The featured speaker on August 7 is Laura Rendón, Ph.D.: Contemplative Pedagogy & Student Engagement
 - The featured speaker on August 8 is Dr. Ibram X. Kendi: Toward Becoming Antiracist Educators.
- What's New Fall 2020 - TLC Workshop Series-Spearheaded by the TLC, at the urging of the Deans' group and with the support of the Provost, PCC will offer a series of 30 minute virtual workshops on a variety of topics from August 13 - 18.
- International Development
 - Working with Community Colleges for International Development (CCID) on a conference discussion with colleges in Colombia's public university system (SENA) to develop a concept of virtual exchange.
 - International advisors/Designated School Officials (DSOs) are experiencing an increased number of emails from students who used to walk in the office.
 - DSOs/Advisors require more time in admission and advising processes under the current situation.
 - Fall 2019 to Fall 2020 overall F-1 applications dropped approximately 10%.
 - 18% from 123 to 101 and we gained 9 out-of-country online applications.
 - Institutions must have a Principal Designated School Official (PDSO) and DSOs at minimum to maintain compliance with Student and Exchange Visitor Program (SEVP).
- Diversity, Equity and Inclusion Update
 - The *Immigrant and Refugee Student Resource Center* has been meeting with students in a virtual format throughout the summer.
 - Save the date and join DEI for a webinar on *Bias Against Asian and Asian American Students: Support and Response to the Current Climate* on Wednesday, September 2, 2020 at 11:00 am. Registration information will be available soon.
- Loaner devices for students
 - Pima has a limited number of devices available for check out for students for the Fall semester. To request students will fill out the form [Student Request to Check Out Laptops](#).
 - Joyce Jayden gave thanks to IT staff for getting devices tagged. The M&S warehouse is moving 150 MacBook aires to Downtown Campus.
 - Q. What is the pick-up process for students?
A. Curbside pick-up with a form of ID, PCC ID preferred during scheduled slots organized by their letter of the last name. Can also pick up at the Library.
 - Bruce thanked many staff members from IT, Facilities and the Library for their coordination to distribute the devices. If there are leftover devices exploring distribution to staff such as adjunct faculty.
 - Q. What is the update for Cares Funding?
A. We have some current funds that we are using for devices and are waiting to find out if more funds will be available.
- San Miguel High School Student-Workers
 - We are hosting San Miguel High School Student-Workers again this fall. If your department is interested in having an intern work in your area, please contact Rene Huerta at huertar@sanmiguelhigh.org. We are hosting both in-person and remote workers.

Facilities: Updates - Joyce Jayden - Director, Fiscal & Management Operations

- Facilities continue to perform construction and preventative maintenance.
 - The acceleration of some work in classrooms has taken place since the use of more virtual classes.
 - Aviation expansion set to accelerate after notice to proceed was approved in July.
 - The Automotive Transportation Building is under way at the Downtown Campus.
 - Bids from general contractors for the Advanced Manufacturing Building are expected this month and will be sent to the Board.
 - DC solar panels are being moved to get ready for the placement of the building.
 - Re-entry includes the step of verifying key cards are active.
 - Efforts to increase use of key cards and reduce keys is underway. Facilities are taking this time to work on rekeying college wide where applicable.
 - Mid process check for the Master Plan to identify changes in environment, college plan and competitors.
 - 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 – David Bea,

- Lisa Brosky sent out a Pima-all key Board of Governors decisions that happened at the BOG meeting to help with enrollment initiatives. Options approved to incentivize students hesitant to enroll in courses are providing Student Success courses (STU) at no cost, assistance in developing study skill, and transfer preparation, and providing personal finance courses as free incentives. This may help address the enrollment decrease and help students succeed with their overall educational goals.
 - Low enrollment is a State and National issue.
 - Q. What consideration has been made to fill the vacancies for the crucial role of the Enrollment Advisor?
 - A. David-There is a review process for each vacancy, to determine if there is a need to hire and explore other options prior to recruitment, due to the low enrollment.
 - A. Irene-Student Affairs working with Dr. Dore and Jefferey Lanuez for due diligence. A request from HR was sent to supervisors to identify staff that are underutilized and can be moved to Student Affairs. Another option is to recruit for open positions internal only. Re-assignments should be identified in a week.
- CARES Act Funds Distribution
 - First half designated to pay to students
 - Second half was designated by college to best distribute and was used primarily for devices.
 - Good possibility that additional CARES Act stimulus funds will be issued.
- The Expenditure Limitation Based limit adjustment initiative will be sent to voters in the November election.
 - An FAQ has been created to address the initiative's most common questions.

- College members are not allowed to advocate for this initiative during college time.
- Employees can use their personal time to advocate for the proposal.
- The voter information pamphlet will include for and against letters.
- Chancellor Lambert will come to the Staff Council to provide more details on this initiative.
- Q. Outside of work are employees allowed to explain the ballot?
- A. Yes, but the key is on personal time and not utilizing college resources. Such as, do not use your work email address or other resources and or advocate during college time.

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)

- Victor Salazar from the Admissions and Recruitment team shared that Marketing is assisting with Instagram Live's by the enrollment team. There have been over 1,000 views. Continued efforts to recruit and reach out to the Community. Outreach made to the 600 students who expressed interest and have not enrolled in courses. Admissions and Recruitment are bringing in guest speakers from FA and advisors.

Staff Council Business: Updates -

- Campus/District Reports-Constituent Feedback - WC report, John Wesley-
- Governing Board Update - No July Meeting
- Sub-Committee Reports: Updates
 - By-Laws: No update-A meeting will be held to discuss
 - Election Committee: A call for nominations for Vice-Chair and Secretary will be sent out today.
 - Would like to complete the process before the next meeting to announce the elected.
 - A call for a non-voting note-taker will be sent.
 - Communication Committee: No report
 - Treasury Committee: No report

Adjourn

Next Meeting

Friday, September 4, 2020 8:30-11:00 am
Virtual meeting-Google Hangouts