

STAFF COUNCIL MEETING MINUTES

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

Attendance:

VOTING MEMBERS

Gloria Coronado
Susana Armenta
Fatima Wilson
Lucy Simpson
Jon Wesley

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

Katy Hernandez
Anthony Hinckley
Denise Quijada
Michael Lopez
Bea Velazquez

NON-VOTING MEMBERS

Dolores Duran-Cerda
Jeffrey Lanuez
Lee Lambert
Johnathon Brownlee
Jack Satterfield

Larry Redmond
Irene Robles
David Bea
Ouatfa Chuffe-Moscoso
Seth Shippee
Michael Tulino

Not in Attendance:

VOTING MEMBERS

Ricky Gonzalez
Ricardo Gutierrez
Kathleen Martinez
Aida Vasquez
Amanda Gordon
Brittany Hart
Marcos Armeneiros
Daniel Lantz-Leppert

NON-VOTING MEMBERS

David Dore
Julian Easter
Keri Hill
Bruce Moses
Morgan Philips

General Matters

- Welcome & Introductions: Staff Council members and visitors' introductions.
- Agenda Modifications - None
- Public Comments and/or Questions - None
- August Minutes will be sent out for review and approval
- Chancellor Lambert-PCC's Fall ballot initiative Prop 481
 - Prop 481 – Disclaimer - Information only
 - What is EL and how does it work? - EL is a cap on the amount of tax-based revenue a local government entity can use for operational purposes.
 - EL is not a tax. It is a limitation on the revenue Pima collects through taxes.
 - EL is driven by a formula consisting of the following three key component factors: Expenses per Full-time equivalent students (FTES), enrollment and cost of living factor.
 - Employee do's and don'ts - There must be a clear distinction between work life and personal life. Do not use your college title or time to advocate for a political matter. Use your personal platform to advocate all political views.

Business Reports

Human Resources: Updates - Jeffrey Lanuez

- **Employee Availability Assessment**
 - With a priority of keeping our current employee employed and productive, Human Resources helped the Executive Administrators identify employees in their respective areas that have the time to serve in other areas at the College. The ELT will be looking at this short list next week to help determine the best use of our staff resources while we are working in this hybrid environment.
 - During All-College Day, The Chancellor highly encouraged employees to look at their own development and take this time-period as an opportunity to upskill where they feel needed. Contact OED for guidance.
- **Employee Learning & Development**
 - Human Resources - Organizational Effectiveness and Development has virtualized New Employee Orientation Day 1 and 2, with lots of great feedback.
 - We have hosted several Predictive Index workshops with teams around the college (*Grants, Business Services, IT, Academic Counselors, to name a few*) to help with team development.
 - In addition, we have virtualized Supervision 101 (*the March Manager Madness workshops*) and will be relaunching them to the college this Fall.
 - Looking ahead, we are developing new tools to upskill our employees, including the launch of the new Precipio Learning Platform (*by Mid October*), which will curate your training for you like Netflix does with your movie choices. In addition we will be launching new programs (*by mid November*) to revamp previous 'Supervision in the 21st Century' and 'Leadership' series that will blend online learning with applied learning labs through Virtual Instructor Led Training.
- **Employee Relations**
 - New Title IX regulations went into effect on 8/14/20 that included identifying a Title IX Coordinator for employees. Although Title IX is commonly associated with students' rights, it also protects employees and prohibits sex-based discrimination in an institution's hiring and employment practices. Michelle Wiltshire serves as the Deputy Title IX Coordinator for employees. More information is available on the college website. [*Administration > Human Resources- Employee Services > Workplace Discrimination/Harassment*]
- **Hiring & Recruiting**
 - We remain in a soft hiring freeze which means that all hires are subject to an extra level of internal review to ensure business need and current employee availability are taken into consideration.
 - There are several internal opportunities available that will be closing between 5PM today (9/4/20) and 5PM September 9th. Please visit the Internal Career Site within MyCareerCenter.
 - We launched the new recruitment process two months ago now. If you have a recruitment need, please contact your Senior HR Consultant for a workforce discussion and assistance in navigating the requisition request in MyCareerCenter. There are also step-by-step video tutorials and job aids available in MyCareerCenter under Tutorials and Tools.
- **Classification and Compensation Study**
 - The project team has begun regular planning and project meetings. Initial data has been sent to Segal Consulting regarding our current salary tables and job classification specifications.
 - The Staff Steering committee was selected from over 50 nominations received. The final members (22) represent various areas of the College.
 - Nominations for Faculty were collected this week – and submissions are under review. Final selection is anticipated by the 18th.
 - Meeting dates are being coordinated for both committee's and Segal consulting will be meeting with the committees to kickoff their participation.
 - We are planning PCC Town Halls for October to provide an overview of the study. Watch for an announcement later this month!

Environmental Health & Safety: Updates - Quatfa Chuffe-Moscoco

- PP's were distributed for all academic programs returning to face-to-face this Fall.
- Weekly meetings with legal, HR, ESC, Student Affairs, police, facilities, government relations and EHNS to discuss any issues that may come up regarding cross functional evaluation.
- The Board approved student acknowledge form rather than a waiver.
- Discussions on the process to stream link cases of COVID19 reported by employees and students. Ensure that students and faculty come back in a timely manner to reduce the impact of student's missing classes.
- Travel restrictions- As of August 24 the CDC removed the 14 day quarantine. Everyone that is traveling must review the travel restrictions to the designated travel destination.
- Sub committees will be reviewing all of the written procedures and guidelines under the intranet.

IT: Updates - Johnathon Brownlee

- Deployment and continued checkout of end point devices for students through the PCC Library. Deployed over 632 endpoints to students out of the 2000 devices purchased. Important allocation through the CARES Act funds.
- IT service requests will be processed through the Service Request Management System (TDX).
- 250 WIFI hotspots available for students that need to connect to WIFI.
To open a ticket request you can email helpdesk, @ work IT service request through MyPima, or call 4900 help desk.

Provost's Office: Updates - Dolores Duran-Cerda

- Zoom license have been purchased - Access request at **Link: [Zoom License Request Tutorial](#)**
- Provost virtual office hours coming soon
- The Adjunct Faculty Online Orientation is now open in D2L. To self-enroll and immediately begin the Orientation: Log into D2L > click on the Waffle to the upper-right > search the list for Adjunct Faculty Orientation (or if available, use the search window to type it in).
- Faculty Services and Resource Centers - Email: Faculty-Services@pima.edu, Phone: 520-206-6511, Ticket: [Faculty Services Help Ticket](#)
- Testing & Placement Update - Assessments is [Multiple Measures](#) for class placement and by filling out a [Placement Request Form](#), students can be assigned their own Placement Coach who customizes services based on the individual needs of students.
- Library Updates - Campus library spaces may be closed but the Library is still open to help faculty, staff, and students with information needs. Same great services and resources, new ways of doing business.
- Learning Centers Updates - Pima Community College (PCC) Learning Centers are offering virtual tutoring to all students. There are three ways that students can schedule a one-on-one tutoring appointment with PCC Tutors. Call us at (520) 206-4959, Email us at pcc-tutoring@pima.edu. Submit a tutoring request online at <https://tinyurl.com/PCctutoring>.
- Your Vote is Your Voice! The deadline for registering to vote in the November 4 general election is Monday, October 5, 2020 at 5:00 p.m. For more information, go to [PCC's Voter Information page](#). The last day to request a ballot-by-mail is October 23, 2020 at 5:00 p.m.
- Adult Basic Education for College & Career - ABECC will host our first ever Virtual HSE Graduation Ceremony on Thursday, September 24th at 7pm. The ceremony will feature Mayor Regina Romero, music from Los Changuitos Feos, and a student speaker among other highlights. Please join us in celebrating Pima County's HSE graduates via [PCCTV STREAM YouTube](#).
- PimaOnline Associate Instructional Designer Training Academy - PimaOnline has created the Associate Instructional Designer Training Academy. The following were selected from over 57 internal applicants seeking to reskill into the work of instructional design(ID).

- Diversity, Equity and Inclusion Upcoming Professional Development Opportunities - Diversity, Equity and Inclusion (DEI) has been working with partners throughout the College and community to continue our conversations on equity and social justice. Highlighted here are some of our upcoming offerings that we hope you will join. [Webinar: Bias Against Asian and Asian American Students: Support and Response to the Current Climate \(national webinar with local discussion\)](#), LGBTQ+ Cultural Responsiveness Workshops, and Conversations on Race.
- Center for International Education and Global Engagement College-wide Opportunities - Become a Conversation Partner! Meet with a PCC student who is working towards improving their English conversation skills.
- College-Directed Training Update - Full-time and adjunct faculty needed to complete [PCC College-Directed Training](#) by June 30, 2020.
- Suicide Awareness Co-Curricular Event Sept. 10th
- FLA 2020 Welcomes our New Faculty
- Article: Deutsche Bank: Digital racial gap could send minorities to 'unemployment abyss'
- Dolores Duran-Cerda was selected for National Hispanic Educators' Leadership Program

Facilities: Updates - NO UPDATES

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, Executive Vice Chancellor-Finance & Administration

- Expenditure limitations actively going on. Communications efforts are in effect to get information out.
- Pima all with updates on the executive order regarding payroll deferral. Pima and other colleges and universities in AZ opted out on payroll deferral. If employees are having financial hardship, the college can provide resources to assist through the EAP program.

College Business - Prevention and Complaint Procedures, Seth Shippee

- AP 2.03.01-Discrimination, Harassment, and Retaliation - The College does not discriminate on the basis of race, color, religion or irreligion, ethnicity, national origin, age, sex, disability (actual or perceived), sexual orientation, gender identity or expression, veteran or military status, or any other unlawful basis.
- The College is committed to maintaining a safe and equitable workplace and educational environment in which no member of the College Community is denied full access to the College's educational programs and services or employment opportunities because of unlawful discrimination or harassment. The College will not tolerate unlawful discrimination or harassment of any kind against any member of the College Community.
- All provisions of this AP apply to all members of the College Community, including Students, Employees, applicants for admission or employment, visitors, Volunteers, and contractors, unless specified otherwise.

Employee Group Reports

AFSCME Report: NO UPDATES

ACES Report: ACES new members will be meeting with Jeffrey Lanuez. Questionnaires were sent out to ACES members. Responses must be received by 9/9/2020.

Open Forum and Discussion Topics (Staff Council and Guests) - NO UPDATES

Staff Council Business: Updates -

- Campus/District Reports-Constituent Feedback - No updates

- Governing Board Update - Michael Lopez, Governing Board Representative
- Sub-Committee Reports: Updates
 - By-Laws: No update-No Updates
 - Election Committee: Nominees for the Vice Chair and Secretary will be contacted.
- Communication Report: No Update
- Treasury: Fatima Wilson, Treasurer-No Update

Adjourn

Next Meeting

Friday, October 2, 2020 8:30-11:00 am

Virtual meeting-Google Hangouts