



STAFF COUNCIL MEETING MINUTES

Friday, October 2, 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
Kathleen Martinez
Aida Vasquez
Amanda Gordon
Marcos Ameneiros

NON-VOTING MEMBERS

David Bea
David Dore
Dolores Duran-Cerda
Irene Robles
Keri Hill
Jeffrey Lanuez
Joi Stirrup
Joyce Jaden

Morgan Philips
Marci Walkingstick
Rene Reichardt
Tom Davis
Ouatfa Chuffe-Moscoso
Michael Tulino
Rosa Whaley
Yvonne Perez
Mary Morales

Not in Attendance:

VOTING MEMBERS

Ricky Gonzalez
Ricardo Gutierrez
Brittany Hart

NON-VOTING MEMBERS

General Matters

- Welcome & Introductions: Staff Council members and visitors' introductions.
- Agenda Modifications - None
- Public Comments and/or Questions - None
- August and September Minutes will be sent out for review and approval

College Business

- Chancellor's Goals: David Bea, Executive Vice Chancellor-Finance & Administration; David Dore, President of Campuses and Executive Vice Chancellor; Dolores Duran-Cerda, Executive Vice Chancellor and Provost
 - Three goals were approved by the Governing Board on September 9 for the 2020/2021 Fiscal Year. The goals focus on Academic, Student Support, and Operations.
 - Academic Owner: Dolores Duran-Cerda
 - Identify and implement strategies that address equity issues that impact PCC students and employees. Sub owner: Hilda Ladner
 - Transform Academic Offerings to position the College for a vibrant and relevant future. Sub owner: Dr. Lamata Mitchell (lead), Dr. Morgan Phillips, Michael Amick, Ian Roark, Laurie Kierstead-Joseph

- Verifying that programs are aligned with national trends, work skills, Arizona community needs, focusing on technology.
- Review progress of Education Master Plan (12/31/20) -make sure everything in the plan is aligned with Centers of excellence. Meeting with Deans Campus VP's to verify alignment of instruction, IT and workforce.
- Complete comprehensive overhaul of programs to be located in the Centers of Excellence (12/31/20)
- Build a visionary future for academics that optimizes program offerings and how classes are offered, while refocusing the role of faculty (06/30/2021).
- Enhance student success. Sub owner: Dr. Lamata Mitchell
 - Continuing work of the Guidance Pathways Task Force (phase 2) to ensure alignment with PCC's current technology infrastructure. (12/31/20)
 - Identify process improvements (12/31/2020)
 - Develop action plan to implement improvements in Fall 2021 (7/31/2021)
- Identify and implement strategies that address equity issues impacting PCC students and employees. Incorporate a comprehensive equity and inclusion climate assessment and the Breaking Student Barriers Task Force by Hilda and HR Jeffery Lanuez. Sub owner : Hilda Ladner
- Engage with high school seniors, dislocated workers, community members and business and industry (ongoing, major efforts Fall 2020 and Spring 2021)
 - Includes Faculty and Staff upskilling
- Maximize the marketing of PCC Offerings in alignment with academic priorities. (by Fall 2020) Sub owner: Lisa Brosky
- Student Support Owner: David Dore
 - Enhance student support services. Sub owner: Irene Robles-Lopez
 - Focus on human centric approach and constructed around digital culture and needs of students.
 - The Breaking Student Barriers Task Force to contribute to the goal. Look at the student population as lifelong learners.
 - Seeking to reach the program advisor to student ratio to 500 to 1.
 - Facilities Master Plan and Centers of Excellence. Sub owner: Aubrey Conover
 - On target to complete this goal by the end of the calendar year.
 - Post Covid a new normal work space is being considered for the hybrid return to work.
 - EC IT Center of excellence includes a student security and operating center, maker space classrooms, and other innovative adjustments to the classrooms.

- Irene mentioned that former retirees are being hired to return on a part time basis in the near future.
- Staff Council representative asked “How do the Chancellor’s goals align with the strategic plan?”
 - David Bea explained that the long range plans for the Institution identify where we need to be in the next 5-10 years. The Chancellors goals are operational by year based on those plans.
 - David Dore explained the year began with priorities due to Covid. These priorities were merged with the Chancellor’s goals and supported the Strategic Plan.
 - Dolores Duran-Cerda stated the Chancellor’s Goals are operational and focused on this year. The strategic planning group is looking at embedding various plans into one plan.
- The Staff Council Officer asked “How does the plan affect Classification and Compensation and possible workforce reduction plans and also contingency plans?”
 - David Bea explains within the Chancellors Goals Operations we are planning and preparing for the reality.
 - If prop 481 passes a budget is prepared based on access to resources. If prop 481 does not pass we face budget challenges of reducing debt and costs. We will still identify what the staffing structure and needs are for the future including class comp structure. A budget plan is being discussed with the Board and as we learn more about 481 the discussion will change.
 - David Dore says that the college is looking at hiring internal only at the moment due to enrollment declines.
 - Dolores Duran-Cerda added that the decline of enrollment is a national issue. She also added that all employees have a responsibility to assist with enrollment.
- Instructional Structure Realign update-Morgan Phillips, Vice Chancellor of Academic Excellence
 - The Instructional Structure realignment is looking to align Instructional processes that previously existed in different areas such as different campuses and individual programs such as Adult Education and move toward the One College Structure that we are currently in. There is and will be input and feedback from different areas throughout the College Community to be shared with the College community. This will result in recommendations to the College. The process is beginning with staff who work with students to get a better understanding of where to focus.

Business Reports

- Human Resources: Jeffrey Lanuez, Chief Human Resources Officer & AVC for Human Resources, Acting AVC for Human Resources, Acting
 - Provided a quick overview for the upskilling and reskilling learning management system called Precipio to come out in a couple of weeks. The program is Netflix like as individual queries to offer similar recommendations since there are over a hundred different content options available. This is not part of the College Directed mandatory training. HR Staff will offer one-on-one and group sessions for some training.
- Environmental Health & Safety: Ouatfa Chuffe-Moscoso, Director Environmental Health & Safety

- Thanks to the College community including students who are onsite and working from home for actions to reduce the risk of Covid-19. No more than 19 suspected cases for students. EVHS is committed to evaluating current classrooms and incoming classrooms to ensure safety of the spaces that support on-site program operations. Dr. Dore and Dr. Duran-Cerda recognized Ouatfa for her leadership.
- IT: Marci Walkingstick, Director IT Enterprise Systems
 - IT requests that employees submit an IT service request for all IT related services needed to be able to better support staff and manage requests.
 - Introduced new internet softphone option using computer in place of landline phone.
- Provost's Office: Dolores Duran-Cerda, Executive Vice Chancellor and Provost
 - Dolores highlighted a few items on the Provost Report shared previously with the Staff Council.
 - The Provost shared her office hours available to anyone who has questions or comments.
 - Shared staffing and role changes to better support various campus areas.
- Facilities: Joyce Jayden, Fiscal and Management Operations
 - Provided updates on work taking place within Facilities.
 - The Facilities supervisor Rene Reinhardt shared the work that has taken place for the PCC Approved COVID Ship Destinations. His area has been working to continue mail service college-wide.
- Update on the ED+FAC Master Plan Review by Michael Smith, Fiscal Principal Analyst
 - Michael was unable to attend. Joyce presented the ED+FAC Master Plan and provided an overview of the plan. This process looks at where we are now and where we are looking to go into the future. Due to COVID various changes have been made such as changes to vendors, funding changes and innovation changes.
- 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
 - An update to the early budget for FY22 will be shared with the Board based on the outcome of 481, on the Nov. 3 ballot.
 - ESC update-Jorgensen Brooks, the Employee Assistance Program met with 78 employees to talk about resources available. Paycard issued for the first time for those employees who previously were paid by check. Most shifted to direct deposit, 40 employees received the pay card.

Employee Group Reports

- AFSCME Report: No Report Update
- ACES Report: ACES

Open Forum and Discussion Topics (Staff Council and Guests)

- Fatima shared some
- Michael Tulino from Registrar's shared a draft webpage that formalizes an option for students to indicate their preferred name for use that will be going up soon. The page will provide applicable instructions.

Staff Council Business: Updates -

- Campus/District Reports-Constituent Feedback – DO, M&S, DV, EC, WC, DC, NW
- Governing Board Update - Michael Lopez, Governing Board Representative
 - The last meeting we did not have a written staff report. The Board discussed the need for College transparency. The scheduling of SC and BOG meetings makes it challenging to get minutes to Gov. Board. SC needs to improve the timing of completed minutes. It is important to have a SC secretary.

- Sub-Committee Reports
 - Bylaws Committee - No Update
 - Election Committee - Ballot for Vice Chair sent out and Jon Wesley was elected as Vice-Chair of Staff Council. No nominees for Secretary were accepted.
- Communications and Outreach Committee - No Update
- Treasury – Fatima Wilson, Treasurer - No Update

Adjourn

Next Meeting

Friday, November 6, 2020 8:30-11:00 am

Virtual meeting-Google Hangouts