



**Staff Council Meeting Minutes**  
**Friday Dec. 4, 2020**  
**8:30am-11:00am**  
**Google Meets, Virtual**  
**Gloria Coronado, Staff Council Chair Person – Meeting Facilitator**

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  
Denise Quijada

Kathleen Martinez  
Aida Vasquez  
Amanda Gordon  
Ricky Gonzalez  
Michael Lopez

**NON-VOTING MEMBERS**

David Bea  
Dolores Duran-Cerda  
Irene Robles  
Keri Hill  
Jeffrey Lanuez  
Joi Stirrup  
Joyce Jaden  
Danielle Swan  
Ken Hosto

Ouatfa Chuffe-Moscoco  
Michael Tulino  
Lee Lambert  
Laurie Wright  
Evan Goldberg  
Seth Shippee  
Sylvia Duenas  
Wendy Weeks  
Don Harp

**Not in Attendance:**

**VOTING MEMBERS & NON VOTING MEMBERS**

Katy Hernandez  
Bea Velazquez  
Morgan Philips  
Marci Walkingstick

Rene Reichardt  
Tom Davis  
Brittany Hart  
Marcos Ameneiros

David Dore  
Ricardo Gutierrez

**General Matters**

- Welcome. Overall Introductions by passed
- Agenda Modifications - None
- Public Comments and/or Questions - None
- November Minutes will be sent out for review and approval
- Chancellor Lambert Report
  - Possibility of returning to campus in phases by late Spring
  - Prop. 481 passed. Flexibility to use existing monies. PCC had been forced to shrink and eliminate positions.
  - Enrollment has dropped all over the country. Loss of tuition monies being more difficult for community colleges.

- Important for employees to upskill and reskill around digital skills in order to prepare for future job possibilities.
- PCC is engaged in transformative work through the National Governors Association. Helping to lead a 20 state collaborative towards best practices for reskilling/recovery plan for our country
- PCC is in a lead position to help shape the county, state, region and country during this COVID recovery. Comm. College Growth Engine Path fund – 6 college pilot
  - Chancellor Q&A regarding re-entry to campuses being done in phases, more specifics on Community College Growth Engine Path fund and more discussion regarding methods of deployment for Google certification.
  - Chancellor ended by thanking everyone, encouraging all to think of the glass half full and be proud of the work the students and employees have done despite COVID pandemic. The Chancellor also gave special thanks to Ouafra Chuffe- Moscoso and to all those concerned for their part in keeping Pima safe.

## **Business Reports**

### **Provost's Office: Updates – Dr. Dolores Duran-Cerda**

- Dr. Duran-Cerda wished everyone the best and shared a personal message of encouragement for all to continue taking good care of themselves and each other by staying safe and healthy.
- Discussed Spring and next Fall schedules and the plans that are in place at this time, more of the same virtual/protocols for classes. Plan B will be if things improve and we can be physically on campus.
- Discussed the idea and pilot attempt at providing Open Study Space at The DV Campus. Hoping to provide the same type of space at other campuses.
- Enrollment is down at all community colleges including PCC.
- Dr. Ricardo Castro-Salazar assumed the role of Training & Curriculum Developer at the Teaching and Learning Center reporting to Kate Schmidt in Faculty Affairs.
- Please feel free to meet with Dr. Duran-Cerda through virtual office hours.

### **Human Resources: Updates - Jeffrey Lanuez**

- **Employee Learning & Development**

- Mr. Lanuez discussed having HR Open Office Hours through video/chat
- Employees are utilizing and enjoying the new Percipio platform in MyCareer Center.
- College Directed Training is at 92% complete
- Supervision in the 21st Century - Reboot and Launch Jan 2021
  - For 30 Current and Aspiring Supervisors
  - Coaching Sessions by BetterManager
  - Virtual Live workshops
- See Pima-All email that went out on Wed - December 2nd for stats

- **Classification and Compensation Study**

- A Town Hall will be held this afternoon at 1:00pm. Afterwards, a recording of this town hall will be made available to everyone. We will also be sending out a Google form after the townhall to capture any questions/comments. These may be submitted anonymously.

- All other Class /Comp Town Hall and meetings will be done in an interactive venue.

#### **Environmental Health & Safety: Updates - Ouatfa Chuffe-Moscoso**

- Discussed the fact that there has been no one that has contracted the COVID 19 Corona virus while at PCC.
- Provided a [Grease Collection flyer](#) regarding not disposing of grease by pouring it down the drains.
- Statistics regarding [COVID19 in an 11 page document](#) that can be provided by Ouatfa's area.
- Ouatfa wished everyone a happy holiday and a safe and healthy new year

#### **IT: Updates – Evan Goldberg**

- There are plenty of laptops available for students. No more hotspots at this time.
- Distributing laptops out of the West Campus
- Students that attended the Fall semester must be registered for Spring semester in order to renewal checkout
- Question of compensation from College for bandwidth or if the College was providing hotspots for employees? Evan stated that there were no hotspots and that he was not aware of any compensation discussions for that at this time.

#### **Facilities: Updates – Joyce Jaden**

- Oral report only
- All construction is on schedule.
- Transportation building at DC is nearing completion this Spring
- Health Allied building at West Campus going through renovation

#### **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**

- Oral report only
- Discussed financial indicators in respect to overall reserves, balance and tuition
- Q&A No holiday bonus this year.

#### **College Business – Policy/AP Changes, Seth Shippee**

- Discussed changes regarding [AP 1.01.02](#) and [1.01.03](#)
- AP's are the Standard Operating Procedures of Pima Community College
- [Summary of policies for review for December 2020](#). Explanations and understanding of the changes provided by Mr. Shippee
  - **Grants AP, Laurie Wright**
- Discussed new name for Grants Services Department (GSD)

- Discussed revisions made to [AP 4.01.04](#) involving Grants definitions of positions and delegation of authority
- Need to have federal grants positions filled as soon as possible
  - **Program Review AP, Wendy Weeks**
- Discussed revisions made to [AP 3.25.05](#) regarding Program Review
- Removing references of Service from AP
- Using better metrics in reviewing programs to ensure academic quality
  - **Complaint Procedure for Students with Disabilities, Ken Hosto**
- Discussed revisions made to [AP 3.46.06](#) regarding complaint procedures for students with disabilities
- Need to have a clear complaint process for any student with a disability to have easily accessible

#### **Employee Groups Report**

- ACES - No rep, no report
- AFSME – No Rep, no report

#### **Open Forum and Discussion Topics – Staff Council and Guests**

- Montserrat Caballero, Advanced Program Coordinator wanted to inform all that Adult Ed. is open and seeing students at the Downtown Campus
- [Cababi Flyer](#) was distributed

#### **Staff Council Business: Updates -**

- Campus/District Reports-Constituent Feedback - No updates
- Governing Board Update - Michael Lopez, Governing Board Representative attended GB meeting and provided a brief account of much of the meetings' discussion was what Chancellor Lambert presented at Staff Council
- Sub-Committee Reports: Updates
  - By-Laws: Jon Wesley will be taking the lead in the by-laws committee
- Communication Report: No Update
- Treasury: Fatima Wilson, Treasurer-No transactions

#### **Meeting Adjourned**

#### **Next Meeting:**

**Friday, January 8, 2020 8:30-11:00 am  
Virtual, Google Hangouts**