

Staff Council Meeting Minutes
Friday June 11, 2021
8:30am-11:00am
Google Meets, Virtual
Gloria Coronado, Staff Council Chairperson – Meeting Facilitator

Attendance:

VOTING MEMBERS

Susana Armenta
Kathleen Martinez
Roxanne Brumitt
Fatima Wilson
Denise Quijada
John Wesley
Dorothy Netherlin
Sabrina Templeton
Joe Forish

Gloria Coronado
Aida Vasquez
Marcos Ameneiros
Diane Miller
Lucy Simpson
Adelita Cortez
Kathleen Budway
Seana Chaves
Sharon Eisenmann

NON-VOTING MEMBERS

David Bea
Keri Hill
Raj Murthy
Carleen Thompson
Not in Attendance:

Ouatfa Chuffe-Moscoso
Lamata Mitchell
Joi Stirrup
Michael Tulino

VOTING MEMBERS & NON VOTING MEMBERS

Montserrat Caballero
Pedro Gallardo
Ricardo Gutierrez
Michael Lopez
David Dore
Irene Robles-Lopez

Victor Salazar
Ricky Gonzalez
Kathleen Hernandez
Brittany Hart
Dolores Duran-Cerda

General Matters

- Welcome & Introductions
- Minutes for the month of May will be sent out for approval.
- The July Meeting will be held as a virtual meeting. SC will explore hybrid options for future meetings.

Business Reports

Human Resources: Carleen Thompson, Assistant Vice Chancellor for HR

Employee Learning & Development

- OED will host its second Inside PCC Series on June 25, 2021 with Enrollment & Financial Aid.
- Supervision in the 21st Century Program's second cohort of 50+ employees is starting the week of June 21st.
- The Staff Professional Development Working Group is hosting two Wellness workshops for all

College employees. The topics include: Ultimate Balancing Act (June 16) and Self-Care for Loneliness & Isolation (June 24).

- OED assisted in hosting the Chancellor's Summer retreat last week and it was a smashing success.

Employee Relations/ Talent Acquisition

- Top 3 candidates' final interviews for the HRBP- TA being held 6/8 and 6/9
- Administrator Performance for 7/1/2020-6/31/2021 reviews have been uploaded with 20-21 Goals. We are extending the deadline for conducting these to the end of business on Fri., July 15th.
- 74 open and active positions (20 of which are for Temp positions); 23 in the interviewing stage; 6 Offers pending
14 new hires in June so far - not including temps
- 20 ongoing ER cases; no new cases (yet) in June

Classification and Compensation Study

- Staff Position Review
 - The Segal team is reviewing the PDQs and identifying the job families, job levels and proposed title conventions for consistency.
 - A draft of the job families, job levels, and proposed title conventions and job description template is currently being reviewed with PCC's Compensation and Classification team.
 - Once job descriptions are complete, the Segal team will begin to identify survey job matches in published compensation surveys such as CUPA-HR surveys and other general industry surveys. This process will continue through the end of June.
 - Summarized results of the Segal study will be shared with all employees
 - Any prompted adjustments that come from study will go through the next budget period and go through the financial process and board review.

Faculty Compensation Review

- Segal is developing the methodology for the market assessment. This includes a review of current compensation data and published compensation survey results for identified peer institutions.
- Once the methodology is finalized and reviewed with PCC's Compensation and Classification team, we will then review and seek input from the Faculty Steering Committee. We anticipate this will be ready over the summer.

Environmental Health & Safety: Outfa Chuffe-Moscoso, Director EH&S

- Presentation of the Safety Committee Annual Report
 - Staff can contact Outfa or any of the committee members for safety concerns.
 - This year sub-committee groups were formed to help review written programs on the Intranet for the EH&S page.
 - One of the goals for the FY 22 year is to diversify the guest members to include various College groups including Staff Council and some external groups.
 - Establishing a new Safety Ambassador Program - looking for new members not already involved in EH&S committees. Members will receive the 10 hour General Industry Training Certificate through OSHA.
 - Create new AP Fire Safety Emergency Preparedness & Response
 - EH&S will review and provide input to administration for BP 1.15 to AP 1.15.01- Workplace Violence Prevention.
- Remind staff to be careful with excessive heat this summer.

Information Technology: Raj Murthy, Assistant Vice Chancellor for IT- No Official Report

- Reminder to be vigilant against email malware and phishing
 - Use the spam icon within GMAIL to report and stop spam emails.
 - IT will keep employees up to date on possible delays for hardware orders due to shipping delays.

Provost's Office: Lamata Mitchell, Vice President of Instruction

- Juneteenth - This year the college will recognize Juneteenth by closing on June 18th. Virtual Celebration will take place on June 19th.
- Greater Tucson Leadership Program- Congratulations to Dr. Josie Milliken who has been accepted to the program.
- Curriculum and Quality Improvement (CQI) - The office requests information for Curriculum planning to departments to help with curriculum. The new improved Curriculog workflow training will be launching. Reach out to the team if you have any questions or would like training.
- Faculty Services & Resource Centers - Summer Assistance
- Virtual backgrounds for students - Students in college related meetings can utilize the background options created specifically for students to have privacy of their work spaces.
- PimaOnline - OER Institute -
- Earn to Learn Report-Number of students enrolled in the program is increasing.
- 2021-2022 Federal Work Study Program Open
- Café con Leche & Tea with the Provost and Vice Provost - Hours will shift between AM and PM to allow for flexible options to meet faculty and staff schedules.

Facilities:

- No Report

Committee/Work & Task Group Representatives: All College Council, Benefits Work Group, Enrollment Management Committee, ERC-All Employee Representative Council:

- No Updates

Finance: General Updates – David Bea, Executive Vice Chancellor-Finance & Administration

- College Budget
 - Governing Board Study Session on June 7, 2021 on Downtown Campus hotel properties, the Copper Cactus, the Tucson Inn, and the Frontier
 - Development will renovate the buildings and repurpose for college purposes.
 - Front part of Tucson Inn will be retained, the back part is still in discussion.
 - Governing Board Special Meeting on June 9, 2021
 - Set property tax rates and levies for Fiscal Year 2022 - levy neutral scenario
 - The college added \$1.3 Million from new properties being added to tax rolls, this will supplement the college general fund
 - Board adopted the Fiscal Year 2022 budget
 - Governing Board Regular Meeting on June 9, 2021
 - Fiscal Year 2022 Employee salaries and wages
 - 2.0% increase to salary scales and a \$1,000 supplement paid during Fiscal Year 2022 for all regular employees
 - Lift to the A11 job classification salary scale to meet a minimum of \$15.00 per hour
 - 3.1% increase to the adjunct faculty load rate (to \$870 per load hour
 - A Day of Relief.
 - Trane U.S. contract for Synexis Sphere Antimicrobial Devices. The RFP process

was highly vetted, reviewed, and audited both internally and externally.

- This energy management program also includes a component to use the HVAC and energy management system to train students in a live system.
- Regarding air quality, devices using dry hydrogen peroxide will be deployed in classrooms.
- Synexis info:
<http://go.boarddocs.com/az/pima/Board.nsf/goto?open&id=C2GP8662F00C>
- Request for sick and annual leave transfer process is now open.
- Please review and verify benefits selections.
- Regarding parking lost to new construction at the downtown campus, a discussion is underway to determine a solution for future parking.
- Thank you for your 2020-2021 service on the Staff Council!

Committee/Work & Task Group Representatives

All College Council (ACC)
Benefits Work Group
Enrollment Management Committee
AERC-All Employee Representative Council -
No reports from all other groups

College Business

AP's: None presented

BP's: None presented

Employee Groups Report

ACES – No report

AFSCME – No report

Open Forum and Discussion Topics – (Staff Council and Guests)

- Q: Fatima Wilson - How many FWS positions are open?
A: Lamata Mitchell - Unknown at this time.
- Q: Lucy Simpson - Items seem to be missing from the office space after cleaning and the office is in disarray. What is going on? An ergonomic chair is also missing.

A: Joyce Jayden - we did have a company come in and do an extensive cleaning and spraying, they did bag items that were loose. In some cases people who haven't been back on campus, may find a bag of things. We asked the people from facilities not to unbag anything.

Comment: Jon Wesley - During the pandemic cleaning, my experience was that they were very clever about hiding things to protect them from the cleaning process.

Comment: *Sabrina Templeton*: The company that came in and cleaned did not do any office spaces and if they did throw anything in a bag, it was tagged. It didn't necessarily have a label on it, but it was tagged and custodial knew not to throw it away.

Staff Council Business: Updates -

ELT Representative Area Reports-Constituent Feedback –

- Area 9 - Student Experience and Workforce Development: Fatima Wilson -
 - Enrollment advisors during April 19th - June 4th, have contacted 4692 new applicants, of this 716 registered.
 - Meeting on July 9th to discuss re-entry plans for student affairs. Student affairs staff will return in a staggered fashion.
 - Returns are:
 - West Campus - July 9
 - Downtown Campus - July 19
 - Desert Vista and Northwest Campuses - July 26

Governing Board Update - Michael Lopez, Governing Board Representative- No report

Sub-Committee Reports -

- Bylaws Committee - No report
- Election Committee -
 - Jon Wesley*, Election Committee Co-Chair -
 - The Professional Development Committee special election is ongoing and should conclude in the next two weeks.
 - Gloria Coronado*, Election Committee Co-Chair -
 - Welcome to the new committee members:
 - Thanks to the Outgoing members:
 - Montserrat Caballero
 - Marcos Ameneiros
 - Pedro Flores-Gallardo
 - Ricardo Gutierrez
 - Victor Salazar
 - Aida Vasquez
 - Kathleen Martinez
 - Amanda Gordon
 - A Special thanks to members for taking on the additional year due to the pandemic and to Diane Miller, our past Chair.
 - An orientation will be held outside of the Staff Council for new and existing members.
- Communications and Outreach Committee - Manny Carrillo -No updates
- Treasury – Fatima Wilson, Treasurer - No updates

Meeting Adjourned

**Next Meeting:
Friday, July 9, 2021 8:30-11:00 am
Virtual, Google Hangouts**