

STAFF COUNCIL MINUTES

Friday, November 5, 2021
8:30am – 11:00am
Virtual, Google Hangouts

Attendance:

VOTING MEMBERS

Roxanne Brumitt
Kathleen Budway
Seana L Chaves
Adelita Cortez
Shari Dill
Sharon Eisenmann
Joseph M Forish
Michael Lopez
Sabrina Lovato
Erica A Martin
Milo Mazanec

Charlene McConnell
Dorothy Netherlin
Denise Quijada
Christopher Rodriguez
Guadalupe Serrano-Villela
Lucy Simpson
Celia Tapetillo
Francine Tupiken Ruelas
Jon Wesley
Fatima Wilson

PROXIES

Proxy Julie Hecimovich for Denise Kingman

GUESTS

David Bea
Elvia Bow
Ouatfa Chuffe-Moscoso
Gloria Coronado
Susan Desjardin
Evan Goldberg

Ricky Gonzalez
Keri Hill
Hilda Ladner
Morgan Phillips
Irene Robles-Lopez
Aida Vasquez

NOT IN ATTENDANCE

Manny Carrillo
David A Donderewicz
Kathleen Hernandez

Denise M Kingman
Martina Macias
Maria Malloy

- General Matters..... 8:30am
 - Welcome & Introductions
 - August & September Minutes Approval - Erica Martin
 - 84% approval for August Minutes: 13 responses
 - 100% approval for September Minutes: 10 responses
 - Please respond by November 10th to the email that was sent.
 - Charlene McConnell took roll call
- Business Reports 8:45am
 - Chancellor's Office: – No Update
 - President of Campuses: – No Update

- Information Technology: Evan Goldberg, Deputy Chief Information Officer - Working on an upgrade to Oracle 19 and in the final stage of user acceptance testing this week. If any of you are working on those modules that need testing, the deadline is the end of the day today. Please prioritize completing that testing and getting your feedback in by the end of the day today. In addition, college network upgrading will take place one week from today, next Friday at 10 am. Moving to a new internet provider/Lumen (formerly CenturyLink), Supply chain issue update - backorders on laptops have shipped which will help other initiatives. Large projects in progress which are in Adult education (laptops) and Audio Visual orders for classrooms.
 - General Updates: Provost's Office: – Morgan Phillips, Vice Chancellor for Academic Excellence & Acting DC Campus Vice President
 - Provost's Report
 - Native American History Month
 - Shared Dr. Tim Krone's passing, counseling support and GoFundMe
 - Faculty Emeritus recognized by the Board.
 - Recognize new Staff– Academic Excellence
 - Ana Rodriguez has joined the team as well.
 - Program modification process
 - Timelines for program changes can be submitted through January. Adult BE for College and Career. Angel – new assistant manager. Pima was recognized as a finalist for the Bellwether award for Workforce Program. PCC has been nominated 10 times for the award. See Provost Report for details on these updates.
 - Culinary program is creating a video to teach culinary tips. Other videos like this could help to create a Digital Wallet- Digital Badges.
 - Jon Wesley asked - who can we speak to in the Provost office regarding Digital Badges? Michael Amick with PCC online, Workforce are all doing Digital Badging.
 - Fatima Wilson asked – where we can locate these videos? – Dr. Phillips and Evan Goldberg responded.
 - Human Resources: Aida Vasquez, Director (subbing for Carleen Thompson who is out)
 - College Directed Training is available – due by Feb 15, 2022.
 - Employee Learning & Development
 - Employee Relations/ Talent Acquisition
 - Internal transfer - Tony Watts HR Principal Analyst. Hiring Senior HRBP – Employee Relations business partner, losing Sharon Eisenmann. Performance evaluations for all staff exempt and non-exempt are upcoming and close Dec. 10. Working on a project with the police dept. to increase a career opportunity page and could be expanded to other areas.
 - Classification and Compensation Study
 - Segal has preliminary results for faculty marketing assessment and matching to like positions in the market. Sending out info. in the next few weeks.
- Faculty Compensation Review
- Q. & A. from Representative feedback

- Seana Chaves - Will min. wage increase be considered? Reply - "Yes" it will be considered. We are already making those adjustments to anyone who is at that level, which at this time, is our unclassified staff. "
- Collection of questions presented by Christopher Rodriguez: "Class Compensation: Updates related specifically to the compensation component.
 - What criteria are being used to determine the compensation for all employees? Response - The current market is a driving force for salaries and recruitment based on the market. David Bea also responded that we're making sure that we know what the job responsibilities are for each individual job, and that we have good descriptions of those jobs and compare them with the market.
 - What kind of benchmarking was undertaken? Salary survey sources available to us through the Segal consultant team, College and University Professional Association for Human Resources and Peer Institutions, population size and total college expenses of other institutions as well.
 - Are employees from the following categories: Administrators, Faculty, Adjunct Faculty, Exempt staff, and Non – exempt staff being represented in the conversations related to compensation? Initially held some town halls, we conducted some focus groups, some group meetings, and we collected all that information to make sure that we heard the concerns and some of the questions that employees might have at that time. We also all along have had steering committees, one for faculty, one for staff, who have provided some review input and feedback.
 - Some employees are concerned that their salaries might be decreased after the compensation is implemented in July 2022. What would you say to these employees? There will be no decrease in anyone's salary if the employee's salary is higher than what the data is saying that their comparable rate would be out in the market, there is no plan to decrease it in order to match it, and they will stay up in their salary.
 - Who are the employees who serve on the Class Compensation Committee? The names are posted in our employee connect page, we have employees from Finance. We have Andrew Plucker, we have Denise

Morrison from the Employee Service Center, Hector Acosta from veterans military, we have Marie Cruz Ruiz over from Santa Cruz student services.

- Sabrina Lovato asked how will a declining student population affect possible staff salary increases?
- Is there a timeline on the Segal project?
Started June 2020 through the end of December 2021 with adjustments made by February or March 2022.
- How much is the College paying for the consultancy team? Aida Vasquez replied - the Board approved \$270,000. David Bea stated that it is in that range.
 - Aida Vasquez shared the process of selecting consultants.
- Is the study looking at staff versus faculty instructors?
Yes it is. Employees Connected in MyCareerCenter can provide further updates. You can also contact Aida Vasquez personally.
- Facilities:
 - Environmental Health & Safety: – Ouatfa Chuffe-Moscoso
 - Safety Report
 - Total number of students for cases supported weekly. STAR office reported headcount per campus
 - Students are counted at each campus if they are attending more than one.
 - August saw a slight increase and higher in October. Proud of the pandemic advisory group. The Chancellor approved rapid testing.
(two week approval process, lengthy application)
 - 64 employees have been trained to distribute tests. Formalizing HIPAA policies. Waiting for the test to be distributed.
 - Showed pics of some of the processes with training. More information forthcoming. Appreciate all involved in making this possible.
 - Michael Lopez asked - Will the College be following the mandate for employees to be vaccinated in order to be employed or weekly COVID-19 testing by January 4? If so, when will this begin?

Ouatfa replied that we need clarity on this, as it must be addressed with leadership and legal. Dr. Bea also replied about vaccine incentives.
Jon Wesley stated appreciation to Ouatfa Chuffe-Moscoso. Ouatfa Chuffe-Moscoso responded in appreciation of the shared effort.

- Finance, Admin, & Staff Council Liaison: – David Bea, Executive Vice Chancellor- Finance & Administration
 - College Budget
 - College Budget- upcoming end of Nov. study session with the Board – revenue outlook and expenditures and where enrollment is at and looks like. Developing plans for what the college could do if enrollment doesn't bounce back. Will use class/comp study in planning and decision making.
 - Class comp – we will be developing a plan through open conversations as we realize the outcomes of the class comp study. There may be some adjustment in areas and we have done everything to avoid impacting compensation.
 - Accounts Receivable Services - Student Refund Options
 - Electronic refund process that includes digital checks and signing them electronically – great improvement via student accounts.
- Committee/Work & Task Group Representatives:
 - All College Council: – next meeting Nov 12th
 - Benefits Work Group: –
 - Enrollment Management Committee: –
 - AERC-All Employee Representative Council: – No report
- College Business..... 9:45am
 - Draft Board Policies:
 - BP 1.16: Institutional Effectiveness — REVISED
 - Draft Administrative Procedures:
 - AP 1.16.01: Mission Evaluation — REVISED
 - AP 1.16.02: Strategic and Operational Planning — REVISED
 - AP 1.16.03: Institutional Quality (IQ) Operational Effectiveness — REVISED
 - AP 2.11.01: Human Subjects Review — REVISED
 - AP 3.12.01: Placement — REVISED
 - AP 3.25.08: College Discipline Area Committee — RECOMMENDED FOR DELETION
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 - Minor Updates:
 - BP 1.15: Workplace Violence Prevention — REVISED
 - BP 1.17: Public Access and Free Expression on College Property — REVISED
 - BP 1.19: Naming Opportunities — REVISED
 - BP 2.20: Drug-Free College — REVISED
 - BP 3.12: Developmental Education — REVISED
 - BP 3.47: Student Organizations — REVISED
 - AP 3.01.01: Qualifying Faculty to Teach Credit Bearing Courses — REVISED
 - AP 3.12.02: Developmental Coursework Sequencing — REVISED
 - AP 3.12.03: Developmental Curricula — REVISED
 - AP 3.30.02: Learning Communities — REVISED
 - AP 3.47.01: Student Organization — REVISED
- Employee Group Reports 10:15am

- AFSCME Report: No Report at this time
- ACES Report: No Report at this time
- Open Forum and Discussion Topics (Staff Council and Guests)
 - Guests
 - Staff Council Members - Welcome new members
 - Stephen Ebel representing Educational Services and Institutional Integrity.
 - James Johnson representing Facilities.
 - Erika Elias representing Student Experience and Workforce Development.
 - Wendy Scheder Black to Staff Council. Wendy will represent Academic Excellence.
 - Raphael Gill to Staff Council. Raphael will represent Information Technology.
 - Elvia Bow – requested SC to view the academic calendar so they can finalize it by Nov. 12th. -
 - Michael Lopez – What are the approximate numbers the college has received via COVID-18 relief.
 - Keri Hill responded:
 - Total HEERF received is \$75,228,300 ■ Student Aid, \$29,895,074
 - Institutional Costs, \$41,380,862 ■ Minority Serving Institutions, \$3,952,364
- Staff Council Business 10:25am
 - Representative Reports: – Constituent Feedback
 - Josh Moe from facilities – asked what is the college's plan on implementing the new revised master plan. Dr. Bea – replied - Moving into the spring as there is a delay
 - Governing Board Update: – Michael Lopez, Governing Board Representative
 - Was knocked out of the meeting via the internet. Michael relayed the need to step down from the SC role.
 - Communications and Outreach Committee: –
 - New tool - Surveys sent out on Monday which will continue to do for all the general meetings. You can gather feedback from your constituents in terms of that and put it in the Google form and we gather responses. We only had one response this time
 - Treasury – Fatima Wilson, Treasurer: –
 - Budget Update
 - Jon Wesley asked how the ordering of shirts was going
 - Fatima Wilson ordered 15 shirts for Staff Council members and 8 for Friends of Staff Council. Estimated cost is \$393.49. There is a delay due to logistics/shipping. Vendor is processing the order. Hopefully it will be ready for December.
 - Expenditure Requests
 - Breakfast – contacted Jewel Mideau, and Jewel Mideau and the team are excited about catering on 3/3/2022 at DV, outside. Fatima Wilson is seeking the number of staff council members who'd like to participate and the type of menu desired. May need to consider a hybrid style event (Jon Wesley and Evan discussed the possibility of the hybrid aspect).
 - Sub-Committee Reports
 - Bylaws Committee: – Revised Bylaw Discussion - Recruitment
Jon Wesley stated we need volunteers and would like to select individuals.
 - Election Committee: – Representative Sharon Eisenmann retires

- Jon Wesley suggested outreach for new reps. and having them vetted for the chairs. One that will be replaced is Sharon Eisenmann - thanked Sharon Eisenmann for service.
- Adjourn
 - Next Meeting
 - **Friday, December 3, 2021 8:30-11:00 am**
 - **Virtual, Google Hangouts**