

**STAFF COUNCIL MINUTES**

Friday, January 7, 2022

8:30am – 11:00am

[Virtual](#), Google Hangouts

Attendance:

**VOTING MEMBERS**

Manny Carrillo

Seana Chaves

Adelita Cortez

Wendy Scheder-Black

Shari Dill

Stephen Ebel

Lucy Simpson

Erika Elias

Celia Tapetillo

Joseph M Forish

Francine Tupiken Ruelas

Raphael Gill

Kathleen Hernandez

James Johnson

Denise M Kingman

Christopher Rodriguez

Michael Lopez

Sabrina Lovato

Guadalupe Serrano-Villela

Maria Malloy

Erica A Martin

Milo Mazanec

Charlene McConnell

Fatima Wilson

Dorothy Netherlin

Denise Quijada

**PROXIES**

Proxy Mireya Escamilla for Kathleen Budway

Proxy Christopher Rodriguez for David A Donderewicz

Proxy Dorothy Netherlin for Jon Wesley

**NON-VOTING MEMBERS**

David Bea

Gloria Coronado

Susan Desjardin

Evan Goldberg

Keri Hill

David Parker

Morgan Phillips

Irene Robles-Lopez

Ana Rodriguez

Carleen Thompson

Aida Vasquez

**Not in Attendance:**

Roxanne Brumitt

Kathleen Budway

Seana L Chaves

David A Donderewicz

Martina Macias

Jon Wesley

- **General Matters..... 8:30am**
  - Welcome & Introductions - Dorothy Netherlin
  - Guests please say Hello in the Chat
  - Member Roll Call - Charlie McConnell, Roll Keeper - Charlie McConnell - conducted roll call
  - November & December Minutes Status Update - Erica Martin, Staff Council Secretary
    - November minutes - 20 responses for approve, 0 responses for Disapprove

- December minutes will be sent out next week. We are catching up to a point where we can get January minutes also sent out, reviewed and approved in January. Look for both December and January minutes for approval in January. I would also encourage those who presented to review the minutes for accuracy.
  
- **Business Reports ..... 8:45am**
  - Provost's Office: – No Update
    - No report but will be happy to respond to any questions.
  - Human Resources: – Carleen Thompson, Assistant Vice Chancellor HR
    - Employee Learning and Development - Supervision in the 21st century - can sign up by January 17th.
    - College Directed Training for Employees - due 2/15/2022, 55% have signed up.
    - New HR partner joining - David Rucker (Employee Relations and Title 9 coordinator)
    - Discussed employee retention rate: Retained 96.7 faculty, 94.8 admin. and all staff 95.2.
    - Staff position review - SEGAL completed review of staff questionnaire and now market assessment results are being worked on and completed soon.
    - Adelita Cortez - asked about timing of staff evaluations during peak
    - Fatima Wilson - asked about class/comp and time frame on market assessment and will staff be informed ahead of time of what the trends are?
    - Similar to the faculty side there is also a staff side. SEGAL will be sharing information. Aida Vasquez discussed there is careful consideration on timing and we are expecting to finish by April rather than March. There will be implementation and communication forthcoming.
    - <https://drive.google.com/file/d/1BbyRmK9wqt17-Y0-JA1Fvw1Bila6vjr1/view?usp=sharing>
  - IT Updates: – No Update - Evan Goldberg
    - No formal report but Marci Walkingstick, Director of Enterprise Systems asked Evan Goldberg to share about Oracle implementation. Wants to acknowledge the team for successfully implementing two days ahead of time, minimizing downtime. Marci thanks those departments college wide.
    - Fatima Wilson asked if IT were monitoring the system's functioning.
    - IT is monitoring and requesting direct feedback by calling help desk 4900 or submitting a ticket or email.
    - Adelita Cortez wanted to know if there was an update on Document retrieval in Banner.
    - @Adelita Cortez -- regarding your question about BDMS, here is the current status: We are continuing to experience issues with Banner's embedded link to Banner Document Management (BDM). BDM is operational, and is accessible outside of Banner with the direct link <https://bdm.pima.edu/AppXtender> Please use this direct link until the issue is resolved.
    - New update, if you have an issue with the above link, Contact Gloria Coronado who can assist.
  - Facilities: – No Update
    - Environmental Health & Safety: – No Update
      - Maria Malloy - if depts. are in need of PPE's, please submit a request. Academic side has a process in how to submit work orders but other

departments should present a work order. The warehouse is delivering to campus receiving or campus warehouse.

- Fatima Wilson - asked Outfa Chuffe-Moscoco to provide a monthly report to the Staff Council regarding updates with virus.
- Question - When will the KN95 mask be made available? More updates to come on this. David Bea - we are looking into the mask.

○ Finance, Admin, & Staff Council Liaison: – David Bea, Executive Vice Chancellor-Finance & Administration

- Annual Audit Cycle
- College Budget
- Audit approval came in December and will give the board an update next week.
- Financials were solid. Net assets increased some. Negative news - tuition and good revenues decreased more than 6 million but was compensated via federal grant funds to cover losses which was a temp. help to make the bottom line solid.
- Thanks to all departments for their great work such as Facilities and IT.
- Budget will start picking up and had a conversation with the Board in December to hear their priorities - class/ comp was part of the conversation. Will have a study session with the Board in February. Board was opposed to tuition increase but would not be if there was a commensurate student improvement experienced as a result. The increase would be moderate if proposed.
- Governor's budget to come out in a couple of weeks.
- AZ college presidents will meet with one of the subcommittees regarding funding initiatives.
- Property tax information. The board did appear to be open to increasing the property tax rate. David Bea will keep us updated.
- Health benefits look good with an increased recommendation of 3%, not a large hit.
- Continuing with vaccination compliance, looking at OSHA over all employee compliance is 87% and over 90% for all regular employees.
  - Dorothy Netherlin asked about the question from the last meeting and adverse reactions/medical care. Dr. Bea provided recommendations for employees such as following up with your physician.
  - Fatima Wilson - ask about mask protection and ones that are highly recommended. Will the college issue these? David Parker - mask has not changed the recommendation. Discussed sufficient masks options and scenarios and mixed messages that are coming through the media.
    - Susanne Desjardin: Fatima: there will be some additional information coming forward in a Pima All message, very likely today that message will come out.
    - Susanne Desjardin:
      - Clarification that the UA states they will allow layered cloth masks with a surgical mask. "you may combine a cloth mask (top layer) and a surgical mask (bottom layer) to improve fit and increase protection".
- <https://drive.google.com/file/d/1jt0w0zUcCEyxhSDIXHIARF6esEN8creV/view?usp=sharing>

- Committee/Work & Task Group Representatives:
  - All College Council: – No Update
  - Benefits Work Group: – No Update
  - Enrollment Management Committee: –No Update
  - AERC-All Employee Representative Council: –No Update
  
- **College Business..... 9:45am**
  - No AP's
  - No BP's
- **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
    - David Parker - Following up on the previous discussion. As community members may not take same precautions as PCC, a respirator mask could be effective such as KN95
    - Some KN95 products are counterfeit.
    - Staff Council Members
      - Fatima Wilson; - asked if the college buys KN95 masks, who will be the supplier?
        - Credible suppliers are used.
- **Staff Council Business ..... 10:25am**
  - Representative Reports: – Constituent Feedback
  - Governing Board Update: – Dorothy Netherlin, Governing Board Representative
  - (No December meeting)
  - Communications and Outreach Committee: – Christopher Rodriguez, Staff Council
    - Received no responses regarding questions to Staff council but will share an email format created by Erica Martin, that could be helpful when eliciting responses from employees.
  - Treasury – Fatima Wilson, Treasurer: –
    - T-shirt - T-shirts arrived yesterday from October order and will send them next week - hand carried. New members will be on order.
    - Fatima Wilson - do we still want to plan the breakfast or are we just waiting to see how the pandemic will impact it. Dorothy wants to table it for when Jon Wesley returns.
  - Sub-Committee Reports
  - Bylaws Committee: – No Update
  - Election Committee: – No Update
  
- **Adjourn**

**Next Meeting**  
**Friday, February 4, 2022 8:30-11:00 am**  
**Virtual, Google Hangouts**