



**STAFF COUNCIL MINUTES**

Friday, May 6, 2022  
8:30am – 11:00am  
Virtual, Google Hangouts

Attendance:

**VOTING MEMBERS**

Roxanne Brumitt  
Adelita Cortez  
David Donderewicz  
Raphael Gill  
Joseph M Forish  
  
Michael Lopez  
Erica A Martin  
Dorothy Netherlin

Seana Chaves  
  
Erika Elias  
  
Kathleen Hernandez  
James Johnson  
Sabrina Lovato  
  
Denise Kingman  
Christopher Rodriguez  
Wendy Scheder - Black  
Guadalupe Serrano-Villela  
Lucy Simpson  
Celia Tapetillo  
Jon Wesley

Francine Tupiken Ruelas  
Fatima Wilson

**PROXIES**

Proxy Michael Lopez for Kathleen Budway  
Proxy Dorothy Netherlin for Charlie McConnell

**NON-VOTING MEMBERS**

Gayle Bell  
Gloria Coronado  
Tom Davis  
  
Keri Hill  
Joyce Jaden  
Vanessa Romero  
Michael Tulino  
Brandye D'Lena  
Carleen Thompson

Elvia Bow  
  
Suzanne Desjardin  
Ouatfa Chuffe-Moscoso  
Dolores Duran-Cerda  
Evan Goldberg  
  
David Parker  
  
Aida Vasquez  
  
Michael Tulino

**Not in Attendance:**

Manny Carrillo  
Stephen Ebel  
Milo Mazanec

Shari Dill

Charlene McConnell  
Denise Quijada

- **General Matters..... 8:30am**
  - Welcome & Introductions
  - Guests please say Hello in the Chat
  - Roll Call - Erica Martin, Staff Council Secretary
  - Minutes Status Update - Erica Martin, Staff Council Secretary
    - April Minutes Approved and Posted 25 votes to Approve
- **Business Reports ..... 8:45am**
  - Chancellor's Office: – No Report
  - President of Campuses: – No Report
  - Provost's Office: – Dolores Duran-Cerda, Provost
    - Provost's Report -
    - Chef Jeff Project Update - Celebrity Chef Keynote
      - Awarded first honorary degree
    - Asian American History Month - May - Hilda Ladner and Team working on events
    - Pima Online Received D2L Excellence Award
    - Dean of Distance Ed. - Josie Miliken
    - DEI award updates
    - Teaching Strategies Workshop coming this summer.
    - Mariachi courses are coming back to PCC in Fall and discussed International Mariachi Conference
    - [Provost's Monthly Update-May 2022.docx](#)
  - IT: Updates: – Evan Goldberg, Deputy Chief Information Officer
    - IT Update - Evan Goldberg
      - Upgrade starts today for the Network project - Gave updates and employee impact. All work completed at the end of June. Provided printer project update
        - Employee Question: pincode/passcodes discussion
          - Not an option in this situation.
        - IT computing equipment updates and employee impact
        - Multi-Factor Authentication Project - communication plan update - will provide a future update
          - Employee Question- what environment is it deployed?
            - For college applications such as gmail, calendar and other applications
          - Employee Question - Banner usage impact/request to consider student impact
            - Feedback will be taken back to team
        - [Staff Council IT Report May 2022.pdf](#)
    - Human Resources: – Carleen Thompson, AVC Human Resources
      - HR Update

- Employee Learning and Development Team - Reminder Employee Performance Evaluation Process - updates provided - see link provided in the report.
- Crucial Conversations - Online course 10 hours (pilot program)
  - Employee question- is it for faculty or everyone?
    - Any employee.
- Employee Updates in HR - vacancies and recruiting
- Class & Comp Presentation
  - Info. sessions attendance
  - Finalized staff salary placements and currently working through placements
  - SEGAL is finalizing the faculty salary tables and analyzing cost
  - Pay guidelines are being reviewed.
    - Employee questions - is there a particular area for staff placement? Employees across the board and increases will start at the same time. It is alphabetical in process.
    - Assigning new job titles/descriptions and job titles. There are 255 job descriptions
    - Employee session: When will you notify employees about personal updates. Discussed dates - after board approval, maybe after June board meeting.
    - Employee session: When it goes to the board, how long will they have to review it? Board gets the packet in advance and there is a study session scheduled each month. They can call a special session if desired.
    - Employee question: Are adjustments at once or two different phases.
      - Discussed phases and what might dictate the phases.
    - Employee question: Are we setting our salary tables to tables from other institutions that have yet to update theirs?
      - Discussed the process of determining tables
- [HR Updates for Staff Council 5-6-2022.pdf](#)
- Facilities: –
  - Environmental Health & Safety: – Ouatfa Chuffe-Moscoco
    - AVC of Facilities - Brandye D'Lena - Introduced herself
    - EH&S Report - Ouatfa Chuffe-Moscoco
    - ADOSH Safety Summit - Discussed various safety courses being offered through the safety summit. Provided employee updates/acknowledgements - May 25th and 26th. - see flier.
    - Pima County Wastewater Reclamation Dept. updates
    - New partnership with City of Tucson - Hazardous Waste and Recycle Outreach
    - ODOH - Award recognition and hosted event, discussing the details of the event to help create a culture of safety
    - Fall protection training - National Safety Stand Down
    - [EH&S Staff Council Report 05.06.22.pdf](#)
    - [ADOSH Safety Summit Flyer.pdf](#)
    - Office of the Fire Marshal - Fire, Building and Life Safety Divisions updates
    - Sustainability Processes and Services updates
    - Provided contacts - to submit concerns on lack of services/custodial services

- Finance, Admin, & Staff Council Liaison: – Keri Hill, Executive Assistant
  - Annual Audit Cycle - see report
  - College Budget - forums will be held next week (2 of them)
  - No updates on class/comp as it has been discussed.
  - Truth In Taxation notification will be published later this month.
  - Capital budget going further.
  - June - Board will be adopting the budget and approving salaries and wages.
  - [05.06.2022 Finance and Administration Update to Staff Council.pdf](#)
  - Employee question: Sessions when and in what format?
    - Check @PimaNews
- Committee/Work & Task Group Representatives:
  - All College Council: – Jon Wesley - Voting process to select gender neutral bathrooms
    - Voting process to select a variety of GN bathrooms/renovations
  - AERC-All Employee Representative Council: – No message
- **Employee Group Reports ..... 10:15am**
  - AFSCME Report: No Report submitted
  - ACES Report: Elvia Bow, Associate Registrar
    - ACES is currently having elections for officer positions. Exempt employees. Looking for all officers except the president - due next Friday.
- **Open Forum and Discussion Topics (Staff Council and Guests)**
  - Guest Questions, Comments, & Concerns
    - Joyce Jaden - section of I10 that is closed to 202
    - <https://i10broadwaycurve.com/alerts/>
  - Staff Council Members: – New Business
    - Jon Wesley: motioned discussed meeting formats and proposed we offer two in person meetings offered in hybrid format (June and December meetings).
      - [Dorothy Netherlin](#) seconded the motion
        - Employee question - where and when will the first one be held, Will it be held Downtown and in June?
          - Correct
      - Discussion on Mic and AV support held
        - Employee questions: what is the appropriate number for a group meeting and mask suggestions.
          - Discussed masks and other gathering precautions
      - Presented a vote - Reached a quorum of yes votes. There were not any “no” votes.
        - Employee Questions: Will meetings still be recorded?
          - Yes
- **College Business..... 10:30am**
  - A.P. - None for review - David Parker shared a new A.P. update - Discussed the Enterprise Risk Management program and the work involved for the team.
  - B.P. - None for review
- **Staff Council Business ..... 10:45am**
  - New Business
    - Fatima Wilson - survey for working remotely. When will results be released
      - Carleen Thomspson - discussed time frame and the dynamics of survey
      - Discussion

- Vote
- Representative Reports: – Constituent Feedback
  - Employee question: When will results of the work from home survey be released
    - Carleen Thompson: Within the next two weeks.
- Governing Board Update: – Erika Elias, - Staff Council
  - Gov. Board Update
    - Student Affairs - Presented to the Board on the presentations on Distressed Student Training
    - Jon Wesley: Do we have an avenue for employees to be aware of the content?
      - Christopher Rodriguez - Presented for last year's All College Day. May plan to do the same for the next ACD. Can share out last year's presentation and other distressed student resources. Discussed reporting structure and referral dynamics. Please have the secretary attach it as part of the notes.
      - [Distressed Student Training](#)
      - [Student Wellness Flier](#)
      - [Student Policies and Complaints/Incident Form](#)
- Communications and Outreach Committee: –
  - New consolidated form format.
    - This format is working well. You can get a copy and edit your response.
    - Communication Form - centralized the form
    - [New Form](#)
- Treasury – Fatima Wilson, Treasurer: –
  - Budget Update - no expenditures
    - Funds \$1,500
- Sub-Committee Reports
  - Bylaws Committee: – Nearly complete, discussed next steps
  - Election Committee: – Nominations complete, ballots coming soon.
    - Fatima added next steps regarding the election committee.

**Adjourn**

**Next Meeting**

**Friday, June 3, 2022 8:30-11:00 am**

**Hybrid -Google Hangouts - Downtown - Amethyst Room**