

**STAFF COUNCIL MINUTES**

Friday, November 3, 2023

8:30am – 11:00am

Virtual, Google Hangouts

1. **General Matters**..... **8:30am**
  - 1.1. Welcome & Roll Call
  - 1.2. Prev Month Minutes Approval
2. **Business Reports** ..... **8:45am**
  - 2.1. Chancellor’s Office: No Update
  - 2.2. President of Campuses: No Update
  - 2.3. **Provost’s Office: Jeff Theis, Acting Provost-Report**
    - 2.3.1. **Highlights from monthly newsletter**
      - **New Roles and Celebrations**
        - Vanessa Arellano- 40 under 40 honor
        - Nicholle Gregory- Director of testing and Placement
        - Jackie Allen- Acting Dean of College Readiness & Student Success
        - Michael Radloff- Acting Dean of Humanities and Social Sciences and Education
      - **HLC- Updates are coming over the next few weeks**
      - **Town Hall- Nov 9th 2-9pm at the NW Campus and Virtual Links are available as well.**
        - Each hr is dedicated to each of the categories
      - **Library Updates**
        - Flipster Access- Digital Magazine
        - Makerspace has a Podcast Course coming up- East Campus
    - 2.3.2. **Major Projects**
      - **Pima Online- Future Model**
        - Stay or change.
      - **Student Success Model- DV**
        - 8 week model-new implementation
      - **Pathways Reboot- AACCC Model Guided Pathways**
        - Used the employee survey to gather information for this process. Have 6 student focus groups planned for over the next 5 weeks. Virtual for the online students as well. Final responses will be available by the end of the Fall semester. Next steps will be provided in Spring 2024 when we return from break.
  - 2.4. **IT: Updates: Isaac Abbs, Assistant Vice Chancellor for IT and CIO- Report**
    - Virtual Advisor (Chatbot) is now live.
    - PCC has used a chatbot for the last few years, but decided to move to Campuslogic Virtual. Advisor due to Banner integration (phase 2), live advising and streamlining all of Campuslogic products.
    - The chatbot will still go by “Ask Aztec.” The chatbot is on the websites listed below in conjunction with all Campuslogic products.

- Advising, Financial Aid and Scholarships, Military/Veteran Benefits, Online degrees & certificates, Paying Your Bill, Application process, Counseling
- The implementation was limited to the 7 pages, thus we did not pursue adding content for additional departments at this time. As we track the bot usage and discover areas where more content is needed, we will proceed with adding that content and increasing the bot visibility on additional pages.
- The dedicated implementation team has already begun and will continually review and refine the content based on how questions are being asked. This process is built into the workflow that will mature the product.

## 2.5. Human Resources: Carleen Thompson, Assistant Vice Chancellor for Human Resources-Report

- **Employee Learning & Development**
  - **College Directed Training - Refresher 2023- Completion Data 1813 Employees Completed the Training by the Deadline** *(includes all employee groups)*
  - **882 Staff Completed (75 staff outstanding)** —Staff who have not completed can log into [MyCareerCenter](#) and go to their transcript, where they will see the **College Directed Training - Refresher 2023** assigned to them. We will be following up with all employees and supervisors to maintain compliance for the College.
- **Reminder: Staff and Administrators Performance Review Process** [MCC Performance Review](#)
  - Employee Self-Assessment Deadline: November 6, 2023
  - Manager Reviews Begin: November 6, 2023
  - Manager Review Deadline: December 8, 2023
  - Look out for the email on October 16th to begin.
- OED has joined IT and other departments on the College's online ticketing system - Team Dynamics! If you need assistance with MyCareerCenter or want to request training please submit a ticket with [OED Team Dynamics](#). Or you may go to MyPima @work and click on IT Service Requests and we are in the menu of services.
- **Talent Acquisition/Employee Relations** —Talent Acquisition is engaged in and will continue to actively participate in monthly job fairs. This effort is an integral element of our commitment to advancing diverse hiring efforts and showcasing employment opportunities at PCC.
- **Job Fairs:** Job Fair and College Events:
  - October 17, 2023 **PCC Career Cafe East Campus**. The event allows Pima Students to connect with employers, in an in-person environment.
  - October 19, 2023 **Pima County Job Fair** - (2805 E Ajo Way)  
In partnership with Pima County Human Resources we were invited to participate in the large event that draws over 250 potential applicants in the Tucson area.
  - October 26, 2023 **DREAM Job Fair** - Disability & Rehabilitation  
Employment Awareness Month is Southern Arizona's Largest Disability Job Fair allowing the College to connect job seekers with an employer who is committed to an inclusive and diverse workforce.

- November 8, 2023 **Veteran & Community Career Fair**- The event allows veterans to connect with Pima as an employer, in an in-person environment.
- **Recruiting:** 107 Open FT Requisitions, 40 Temp recruitments
- **Compensation/Affirmative Action:** The Compensation team is working on completing salary surveys. ● We are evaluating org chart software vendors.
- **Administration - C. Thompson**
  - Work from home update.
  - Class Comp definitions and inquiries.

2.6. Facilities: Brandye D'Lena, Assistant Vice Chancellor of Facilities- Report

### 2.6.1. Center of Excellence - Construction Project Updates

#### DC Manufacturing:

- Continuing work on FIT Lab tenant improvement including infrastructure, equipment and furniture

#### DC Drachman Properties

- Committee members have been identified and invitations will be sent shortly for the first community meeting.

#### WC Science Lab:

- No update this month

#### WC Allied Health:

- Framing underway in H Bldg
  - Interior infrastructure in the process of being installed
  - Exterior utility improvements are underway.
- New building excavation underway
  - Concrete vendor is expected to be onsite within the next couple of weeks
- Furniture
  - PM working with project stakeholders to review proposals

#### DV Hospitality Project:

- Demolition has been completed
- Interior framing has started
  - Project is a holding pattern as removal of existing beam is completed

#### ST Renovation Project:

- Moving ahead with ST West
- Met with primary stakeholders to address project scope
  - PM is working with design firm to finalize design fee for the project

#### MS Truck Driver Training Program

- Staff has vacated existing buildings
- Tear down of existing imminent
- Unit vendor is working on schedule to being removal and installation of new units

#### Campus Operations/ Projects

- MC All Gender RR signage complete.
- East- E1 Bldg.HVAC replacement scheduled for winter break.
  - Contractor is expecting delivery of materials in November.

- West- Boiler replacement project: Current boilers are 50+ yrs. old and have failed.
  - November board item.
- West CFA Boiler replacement scheduled for winter break.
  - Possible reuse of boiler from DC CS (catholic services) for WC CFA boiler project.
- Downtown- Bike Path - working on estimates and possibility of joining with a parking lot pavement project.
  - Contractor estimates due November 17th.
- East– E1, E2 and E3 EIFS (exterior insulation finish system) project 95% complete.
- West– memorial tree planted to honor Coach Mielke on October 27th in the Athletics Pavilion.
  - Memorial event scheduled for Sunday, November 12th at WC CFA.
- East, Met with mechanical engineer to provide proposal for campus HVAC modernization.
- West– Salvaged plants from H&J renovation project and replanted on campus.

### **Environmental Health and Safety**

- HR has posted EH&S Coordinator positions. Tell your science minded friends. These are great jobs! EH&S worked with Campus Managers to define a safety checklist which will be forthcoming.
- If you would like to schedule a Campus Action Team (CAT) / Basic Emergency Preparedness and Response / OSHA Evacuation Plan training sessions or any other specialized training in your area, please contact Ouafra Chuffe-Moscoso [ochuffemoscoso@pima.edu](mailto:ochuffemoscoso@pima.edu) or 520-206-2765

### **Facilities Infrastructure**

- Sustainability improvements:
  - Continuing to replace HVAC controls. Temperature set points are summer parameters of 75 degrees +/- 2 degrees, and winter 70 degrees +/- 2 degrees.
- MC Card Reader replacement: Upgrading both hardware and software. Push button install underway.

### **Security/ Access Control**

**Reminder:** When using a badge at the card reader, slow down and hold your card on the reader. The system reads and writes to the card and this can take a second or two. Quick taps can result in a door not opening and/or card failure up to the need for replacement.

Facilities continue to send requests for enrollment in PCC Alert. If you haven't enrolled, please go to My Pima, Employees, Work, Work, left hand column – Banner Online, Banner Self-Serve, Personal Information, Update Personal Information, Phone Number, PCCAlert Text (Primary) – edit/add mobile phone number.

### **Property Control**

- The Automated Inventory project is underway. Turn around and close out scheduled prior to winter break.
- Auction Runs:
  - December Auction pickup is 12/04/2023 - 12/06/2023. Please contact [pcc-propertycontrol@pima.edu](mailto:pcc-propertycontrol@pima.edu) for additional information.

### **Transportation**

- Thank you for your participation in the Pima county Association of Governments Travel Reduction Program Survey!
- All motor pool and bus requests should be emailed to [xchavez@pima.edu](mailto:xchavez@pima.edu) or [pcc-transportation@pima.edu](mailto:pcc-transportation@pima.edu) along with a Fleet Vehicle Use Request form.

- 2.7. Finance, Admin & Staff Council Liaison: David Bea, Executive Vice Chancellor for Finance & Administration
- **Annual Audit Cycle**
    - [Full-Time Equivalent Student Enrollment Report, Year Ended June 30, 2023](#)
    - Annual Comprehensive Financial Report for the Year Ended June 30, 2023
    - Fiscal Year 2023 Single Audit and Fiscal Year 2023 Report Highlights from Annual Financial and Single Audit
    - Expenditure Limitation Report for Fiscal Year 2023
  - **College Budget**
    - Study Session on November 20, 2023, to review the budget forecast and obtain feedback from the Governing Board on priorities and strategies
  - **Finance and Business Services**
    - Recruitment for Acting Director of Procurement and Payment Services

**2.8. Committee & Task Group Representatives:**

- 2.8.1. All College Council:
- 2.8.2. Benefits Work Group:
- 2.8.3. Enrollment Management Committee:
- 2.8.4. AERC-All Employee Representative Council:

**3. College Governance..... 9:45am**

[Draft Policies and Administrative Procedures and 21-Day Comment Period Instructions](#)

- 3.1. Administrative Procedures (APs)
  - 3.1.1. AP 8-01-04- Makyla Hays
- 3.2. Board Policies (BPs)
  - 3.2.1. BP 1-25- Seth Shippee, Aubrey Conover & Makyla Hays

**4. Employee Group Reports ..... 10:15am**

- 4.1. AFSCME Report: No Report at this time
- 4.2. ACES Report: No Report at this time

**5. Open Forum and Discussion Topics**

- 5.1. Planned Guests: Jeff Silvn & Kate Schmidt
  - 5.1.1. Governance Process- summary

**6. Staff Council Business ..... 10:25am**

- 6.1. Representative Reports:
  - 6.1.1. Constituent Feedback- Emily Ratley, Communications & Outreach Officer
  - 6.1.2. Governing Board Update: Downi Griner, Governing Board Representative
  - 6.1.3. Treasury: Cody Watts, Treasurer
  - 6.1.4. Expenditure Requests
- 6.2. Sub-Committee Reports
  - 6.2.1. Bylaws Committee: Seeking Volunteers
  - 6.2.2. Election Committee: Seeking Volunteers

**7. Meeting Announcement**

**Next Meeting**  
**Friday, December 1, 2023**  
**8:30-11:00 am**  
**Virtual, Google Hangouts**

**8. Adjourn**