

STAFF COUNCIL MINUTES

Friday, December 01, 2023

8:30am – 11:00am

Virtual, Google Hangouts

1. **General Matters..... 8:30am**
 - 1.1. Welcome & Roll Call
2. **Business Reports 8:45am**
 - Chancellor’s Office: No Update
 - President of Campuses: No Update
 - Provost’s Office: Jeff Thies, Acting Provost- Report
 - [Provost’s Newsletter for December 2023](#)
 - Data
 - Withdrawal Survey
 - Fall 2023 and Spring 2024 Enrollment
 - Community Resources Tab - D2L - PCC Quicklinks
 - HLC
 - Town Hall next Friday at 29th St. Center, 9am - 3 pm
 - Pre Mock Visit - Virtual - 12/4 and 12/5:
 - Criterion 1 and 2 - December 4, 9:00-10:00 am [Google Meet Links](#)
 - Criterion 3 and 4 - December 5, 8:30-9:30 am [Google Meet Links](#)
 - Criterion 5 - December 4, 11:30am - 12:30 pm [Google Meet Links](#)
 - PimaOnline Conversations - Update
 - Desert Vista Campus - Student Success Model Discussions
 - Pathways Reboot - Surveys and Focus Groups
 - Academic Freedom and First Amendment - TLC Sessions Coming Soon
 - IT: Updates: Isaac Abbs, Assistant Vice Chancellor for IT and CIO-Report
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 - **Human Resources: Carleen Thompson, Assistant Vice Chancellor for Human Resources- Report**
 - Performance Review- [MCC Performance Review](#)
 - Employee Self-Assessment Deadline: November 6, 2023 (**PAST DUE**)
Manager Review Deadline: December 8, 2023
 - Process CLOSES on December 8th!
 - [College Directed Training - Refresher 2023- Completion Data](#) 2021 Employees Completed the Training by the Deadline (*includes all employee groups*)
 - 946 Staff Completed (**3 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.
 - **Salary Survey-**
 - Ongoing process. The next 60 days are important. In our job announcements– in the process of updating so that we are competitive with other companies
 - **Job Fairs:** Job Fair and College Events:
 - November 8, 2023 **Veteran & Community Career Fair-** The event allowed veterans to connect with Pima as an employer, in an in-person

environment.

- December 06, 2023 **Pima Partnership Academy Career Fair** event allows Pima Partnership charter high school to connect with Pima as an employer, in an in-person environment.
- December 11, 2023 **Pima County One-Stop Career In Person Event** allows participants of the Pima County one-stop career area to connect with Pima as an employer, in an in-person environment.

Recruiting:

100 Open FT Requisitions, 28 Temp recruitments

- Compensation
- Review your info in the Employee self service portal on a regular basis
- Reconvening of the Leadership Team- Office of the Interim Chancellor
 - Regarding the work at home- Flexible work program
 - Would like to bring the changes before the body after the HR committee meets
- **Facilities: Brandye D'Lena, Assistant Vice Chancellor of Facilities–Benito Sanchez**
 - Centers of Excellence
 - Downtown -
 - Installation of new welding booths. Future furniture purchases are pending approval for the same building.
 - Bike path is still in discussions. Reviewing the path.
 - Drachman properties-
 - There is a working group that collaborates with community members to look at data. The last meeting was on November 15th. Next meeting is December 5th.
 - 29th-
 - HVAC updates and modernizing controls
 - West-
 - Allied Health Project- on schedule.
 - J & H- Frame walls, dry-wall on track. Some new construction to come. Furniture selection is pending.
 - Replacement of the boilers- a temporary boiler was installed on 11/30. Anthony is working on getting the chillers updated as well
 - Memorial Tree Planted for Coach Mielke. Plaque is done. Pending installation.
 - MS Site- Truck Driver modular units are being updated
 - NW- None mentioned
 - Facilities Infrastructure
 - Lighting replacements in and out. Final walk throughs are taking place with TEP.
 - Card reader review- hard and software updates.
 - All Gender Restrooms (57 doors)- Indicators need to be installed.
 - Warehouse improvements are underway- Controlled environment to work in.
 - Library tech services- Install a roll up door. Needs to be watertight.

5.2. AP- Conflict of Interest- Every employee fills out the form every year and sends it to the Chancellor

- Will be added to Adobe Sign. More updates over the next few months.

5.3. Staff Council Members:

- No reports

6. Staff Council Business 10:25am

6.1. Representative Reports:

- Constituent Feedback: Emily Ratley, Communications & Outreach Officer

6.1.■.1. No reports

- Governing Board Update: Downi Griner, Governing Board Representative

6.1.■.1. November 8th Meeting- PCC governing board recognition awards were given out, Finance report, 24-25 calendar was presented, Facilities update, action items- Motion BP125- Comment for 21 days.

6.2. Treasury: Cody Watts, Treasurer

- Budget Update
- Expenditure Requests

6.3. Sub-Committee Reports

- Bylaws Committee: No Report
- Election Committee: No Report

7. T-Shirts

7.1. Shirts will be delivered to the campus that you work at over the next week.

7.2. Please make sure to let us know what location you are at- Mail Code Etc.

8. Meeting Announcement

Next Meeting

Friday, January 5, 2024 8:30-11:00 am

Virtual, Google Hangouts

9. Adjourn