



Governing Board's Human Resources Advisory Committee

May 7, 2019

8:30 am - 10:30 am

Pima Community College District Office

4905 E. Broadway Blvd.

HR Conference Room - Building D, Room D-103

Tucson, AZ 85709

Notes

Present: David Bea, Paul Bellows, Mark Hanna, Jeffrey Lanuez, Sandra Lueders (*via video conference*), Anna Maiden, Jeff Silvyn

Absent: Helena Rodrigues, Luis Gonzales

Note Taker: Sasha Goldstein

This meeting was called to order at 8:30am by Mr. Lanuez, Chief Human Resources Officer.

1. Introduction of all Committee members
2. Charge of the Committee and vote of Chair:
 - Mr. Hanna reiterated the purpose of this Committee is to be a resource for the Board regarding HR issues, and to give professional recommendations. The Committee votes on what it will recommend to the

Board. Mr. Hanna suggested the Committee be specific about intent, otherwise Committee should not exist.

- Dr. Bea referred to the Governing Board's Finance and Audit Committee as a model for being formal and structured. Must give formal notice to the public. Will get into the Charter and changes in more detail.
- Mr. Silvyn went over specific rules regarding posting and electronic communications.
- Ms. Maiden confirms that the Committee wishes to continue in a more formal manner, make outcomes more specific.
- Ms. Maiden volunteered to hold position of new Chair, the Committee voted unanimously in favor.

3. Approve meeting notes from June 12, 2018:

- Ms. Maiden asked the committee if they had the opportunity to review the meeting notes sent and if there was any questions or concerns.
- The committee unanimously approved the June 12, 2018 meeting notes.

4. Current updates:

- HLC Visit and Status - update provided by Mr. Lanuez and Mr. Silvyn
 - Chancellor Lambert had reported to staff that we had a great HLC visit
 - The previously noted HR-related concerns passed 100%, no findings in HR reported.
 - Findings were related to IT and finance compliance.
 - PCC remains fully accredited and free of sanctions.
- All Employee Representative Council (AERC) - update provided by Mr. Silvyn
 - A general update of current status and the evolution of AERC was provided, as well as detail about their operations, structure and status.
 - We will forward more information about AERC including video to the committee.

- Policy Rewrite Project - update provided by Mr. Lanuez and Mr. Silvyn
 - Mr. Rousch and Mr. Conover are heading this effort. They are on track for the majority of these policies to be published by July 1, 2019.
 - Some of the policies will have to be rewritten next term due to time constraints, Faculty soon off contract for summer.
- Mandatory Training - update provided by Mr. Lanuez
 - This initiative was met with much resistance from PCCEA.
 - Concerns about time commitment, for Adjunct Faculty is a concern.
 - We are working on a way to come together on this effort
 - Mr. Hanna suggested the Board publicly state that they support the trainings and that all-staff comply with policy.
- College Restructure - update provided by Dr. Bea and Mr. Lanuez
 - Dr. Bea explained that our expenditure limitations have reduced drastically over the past three years.
 - About 200 vacant positions have been eliminated over the past three years, less than 20 were eliminated with employees in them.
 - A classification and compensation study is needed.
 - Financial targets are being met.

5. New Business:

- Review proposed change to BP - Update provided by Mr. Lanuez
 - BP 2.02 - Hiring and Assignment of Personnel
 - This BP was edited to correct verbiage and create balance.
 - Mr. Hanna asks Committee to make a formal recommendation.
 - Mr. Lanuez to follow-up with committee by providing further detail for the group to be able to make a recommendation at next meeting.

6. Update on Chancellor Goals - brief updates on each provided by Mr. Lanuez

- Goal 3: Cultivate Institutional Excellence
 - B. Training on continuous quality improvement
 - Cohort model: Working together would be better for institution projects with optional certification.
 - C. Leadership development
 - Supervisor training program: Must apply and be accepted in. Needs to be reevaluated by OED team and stakeholders.
 - Mr. Hanna touched on the need for succession planning; and in-house employee development.
 - D. Customer service training
 - The training was launched two years ago, but not institutionalized.
 - We want to be the model institution for this standard so we have engaged with Teri Yanovitch of Service Excellence for a Phase-2 program which is pending funding by the ELT.
 - G. Classification and compensation study
 - This is a very large project already in progress.
 - RFP will be out May-June.
- Goal 4: Strengthen the Culture of Compliance
 - G. Discrimination and sexual harassment training
 - This is part of the mandatory training, however, there is much room for continuous improvement.

7. Committee Member comments

- Mr. Lanuez confirms that this Committee shall meet quarterly.
- Closing comments and thanks to all.

8. Future Agenda Items

- Committee will need to work on the detail of the Charter
- Committee will make recommendations to Board on mandatory trainings.
- Committee made recommendation that the College develop a process whereas the employees acknowledge changes to new polices.
- BP 2.02 - HR Advisory Committee to draft recommendation
- Classification and Compensation Study

Meeting adjourned at 10:35am