Pima Community College

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, Room D-103
Tucson, AZ 85709

Meeting Notice and Agenda*

1. Introductions
2. Charge of Committee and vote of Chair
3. Approve meeting notes from June 12, 2018 meeting
4. Current updates:
    a. HLC Visit and Status
    b. All Employee Representative Council (AERC)
    c. Policy Rewrite Project
    d. Mandatory Training
    e. College Restructure
5. **New Business**
    a. Review proposed Change to BP:
        i. BP 2.02 - Hiring and Assignment of Personnel
6. Update on Chancellor Goals
    a. Goal 3: Cultivate Institutional Excellence
        i. B. Training on continuous quality improvement

   ii. C. Leadership development

   iii. D. Customer service training

   iv. G. Classification & Compensation study

  b. Goal 4: Strengthen the Culture of Compliance

   i. G. Discrimination and Sexual Harassment training

7. Committee Member comments

8. Future Agenda Items

Next Meeting:

***Option to recess into executive session** – Pursuant to A.R.S. 38-431.03(A)(2) the Committee may vote to go into executive session for discussion or consideration of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law.

Additional Information – Additional information about the above agenda items is available for review on the College's website.

**The Committee reserves the right to change the order of agenda items.

**To request a reasonable accommodation for individuals with disabilities, a minimum of five (5) business days before the event is requested. Contact Phone: (520) 206-4539 Fax: (520) 206-4567.

Members of the Committee may participate by telephone, video, or internet conferencing.

Human Resources Advisory Committee

June 12, 2018
8:30 – 10:00 am
Pima Community College District Office
4905 E. Broadway Blvd.
Building B Room 218
Tucson, AZ 85709

NOTES

Present: Alison Colter-Mack, David Bea, Mark Hanna, Jacinta Figueroa, Sandra Lueders, Helena Rodrigues, Jeff Silvyn, Luis Gonzales, Rachel Schaming and Curry Hale

Absent: Cathy Bradley and Anna Maiden

Note taker: Rachel Araiza

1. **Approve Meeting Notes from March 29, 2018 Meeting**
   - Meeting was called to order at 8:34am by Alison Colter-Mack, Chief Human Resources Officer.
   - First order of business was approving the March 29, 2018 meeting minutes.
   - Ms. Colter-Mack asked the committee if they had the opportunity to review the meeting notes sent and if there was any questions or concerns.
   - Ms. Lueders moved to approve the minutes and Ms. Rodrigues seconded it and the committee unanimously approved the March 29, 2018 meeting minutes.

2. **Introduction of new committee member, Jacinta Figueroa**
   - Ms. Colter-Mack gave a brief introduction of Jacinta Figueroa from the City of Tucson and then allowed Ms. Figueroa the opportunity to speak a little more about herself and her work in Human Resources.

3. **Introduction of Dr. David Bea, Executive Vice Chancellor, Finance and Administration**
   - Dr. Bea spoke to the budget reductions at the college. He explained that the majority of expenses needing to be reduced are operational and personnel related.
   - The college currently implementing a three year plan to reduce expenses.
     - First year targeted closing 100 faculty positions, which were closed through attrition.
     - Second year targeted closing another 50 positions; again through attrition. Many of the positons have been closed and it is estimated that only 20 people will be directly impacted.
     - Dr. Bea explained that with the retirement of Dan Berryman several changes occurred:
       - The creation of the two-year Interim Transition Officer position.
       - Employment Processing moved under the Employee Service Center.
       - Elimination of a Director position.
       - Alison Colter-Mack was named Chief Human Resources Officer and reports up through Dr. Bea. Ms. Colter-Mack also serves as a member of the Executive Leadership Team.

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4. **Agenda modification, introduction of Rachel Schaming as the college's new Interim Transition Officer**
   - Ms. Colter-Mack asked committee members to introduce themselves.
   - After introductions, Ms. Schaming was welcomed back to the committee and asked to explain her new role at the college.
   - Ms. Schaming described herself as project leader and went on to explain the work she has completed in the last 6 weeks:
     - Sub-committee creations that include employment, legal and communications.
     - The gathering of resources for displaced employees.
     - Off boarding packages have been completed.
     - Plans to offer support to those employees remaining with the college.
     - Presentations to employee groups.
   - It was noted that for consistency, Ms. Colter-Mack will serve as the point person for all off boarding questions.
   - There was dialogue between committee members and college staff on the specifics of the reductions in force.
     - Multiple factors are being considered as to the criteria for the employees being affected. It was noted that the "criteria" is defined in the individual policy manuals.
     - The college has benefited from the attrition that has taken place and the abundance of retirements.
     - Programs at the college have been discontinued and phased out.
     - Multiple resources have been created:
       - Tips page with YouTube videos
       - Transferable skills check list
       - Encouraging taking classes
       - Encouraging employees to pay down debt
   - Committee members provided various ideas and suggestions:
     - Release reduction in force criteria as soon as possible
     - Group audiences work best when 20 or less employees are present
     - Try to be as consistent as possible and empathetic
     - Provide information for Job Fairs
     - Make FAQs available
     - Keep communications simple
     - Provide Employee Assistance Program (EAP) information

5. **All Employee Representative Council (AERC) Update**
   - Ms. Colter-Mack provided a brief update on the All Employee Representative Council (AERC) noting that the council is in the early stages of forming.
   - AERC gave their first presentation to the Governing Board in April.
   - AERC has elected officers; created bylaws and various forms to support the organization of AERC.

6. **Policy Consultant Update**
   - Dr. Teri Traaen of Traaen & Associates, LLC was selected at the consultant to review and recommend changes to the college's policy statements.
   - Dr. Traaen held 15 forums to seek input and feedback from college employees. There was an estimated total of 109 attendees at the various forums.
   - Drafts are currently being created to support a single employee handbook for all employees as well as a faculty handbook with information specific to faculty.

- Drafts will be released to the governance groups first for comments/feedback. Once received, drafts will be shared through a 21-day comment process for the college community.
- Faculty are currently off contract for the summer and it was felt that July 1st was a too aggressive target, the new target for first drafts is the first or second week of January.

7. **PCC Human Resources Restructuring**
   - Dr. Bea covered this topic in his agenda item.

8. **Recommended Change In Meeting Time**
   - Ms. Colter-Mack shared with the committee that it had been suggested to her the meeting time change from 1.5 hours to 1 hour.
   - There was open discussion about the meeting time. It was concluded that 1 hour would not allow enough time to be productive. It was determined that the meeting time would remain at 1.5 hours (8:30am to 10:00am).

9. **Open Dialogue**
   - Board Member Gonzales brought forth a concern that had been brought to his attention. Ms. Colter-Mack expressed appreciation for bringing this forward, noting that there are avenues available throughout the college for concerns to be brought forward. She added that the college takes these concerns seriously.

10. **Future Agenda Items**
    - HR Advisory Committee Charter
    - Discuss future Classification and Compensation Study
    - Policy Consultant Update
    - Transition Initiatives
    - Annual Governing Board Report
    - Open Dialogue

    Meeting adjourned at 10: 03 am

PimaCommunityCollege

Agenda Item Details

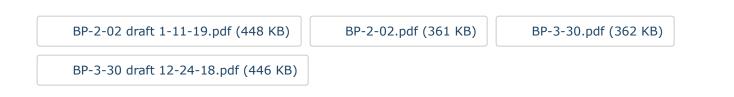|	
Meeting	Feb 06, 2019 - Regular Governing Board Meeting
Category	7. ACTION ITEMS (10 min.)
Subject	7.2 Board Policy Changes — Final Reading
Access	Public
Type	Action
Recommended Action	This is the final reading of the Board Policies listed below. The Chancellor recommends that the Governing Board approve the recommended changes to BP 2.02 Hiring and Assignment of Personnel and BP 3.30 Student Success.

Public Content

Contact Person:
Chancellor's Office
520-206-4747

Justification:

Recommended changes result from ongoing review of Board Policies.

- BP 2.02: Hiring and Assignment of Personnel — *Revised*
  Revisions made in consultation with HR Leadership and staff

- BP 3.30: Student Success — *Revised*
  Changes made based on one of the Chancellor's goals to redefine the "Student Success Policy" to include co-curricular learning

BP-2-02 draft 1-11-19.pdf (448 KB)   BP-2-02.pdf (361 KB)   BP-3-30.pdf (362 KB)

BP-3-30 draft 12-24-18.pdf (446 KB)

Administrative Content

Executive Content

Motion & Voting

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Table BP 2.02: Hiring and Assignment of Personnel and refer to the Human Resources Advisory Committee to review and make a recommendation.

BP 3.30: Student Success was approved on consent.

Motion by Demion Clinco, second by Mark Hanna.
Final Resolution: Motion Carries
Yea: Mark Hanna, Meredith Hay, Demion Clinco, Luis L Gonzales, Maria D Garcia

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**PimaCountyCommunityCollegeDistrict
Board Policy**

Board Policy Title: **Hiring ~~and Assignment~~ of
                                     Personnel**

Board Policy Number: BP 2.02
Adoption Date: 10/21/81
Schedule for Review & Update: Every three years
Review Date(s):   6/26/14, 7/21/15, 11/20/18
Revision Date(s):   2/27/12, 6/26/14
Sponsoring Unit/Department: Chancellor / Human Resources
Motion Number: 2710, 2711
Legal Reference: A.R.S. §15-1444 and 1445
Cross Reference:

The ~~Board of Governors~~ Governing Board directs the Chancellor to establish
standards to ensure that Pima Community College employs qualified faculty, staff,
and administrators.

The Chancellor or designee shall adopt administrative procedures for the selection
~~and assignment~~ of employees. The goals of the selection process shall be to fill
positions with qualified individuals in a timely manner, to ensure equal
employment opportunities, and to promote diversity in the College workforce. All
new hires shall conform to these administrative procedures.

The Chancellor shall make recommendations to the Board for authorization of a
new job type within a classification~~s~~ ~~positions in any classification~~ to be filled at
the College and for the allocation of ~~sufficient~~ budget amount~~s~~ to fund ~~those
positions~~ a position(s) within the new job classification. The Chancellor's
recommendation shall include at least the following information: job classification
title, job description listing of essential job functions, salary range, and justification
of need. The Chancellor or designee is authorized to fill positions approved and
funded by the Board or approved and funded through the acceptance of a grant.

The names of individuals hired by the College for Administrator and faculty positions shall be submitted to the Board as an information item at the first possible regular Board meeting following the date of hire. The report to the Board shall also include, but is not limited to, title, rate of pay, start date, highest degree earned, awarding institution, and most recent previous job. Reports on administrator hires should also include all education, all relevant experience, and a recruitment overview.

The Board of Governors Governing Board recognizes that from time to time the College needs to fill vacancies on a temporary basis as a result of an immediate need, sabbatical leaves, leaves of absence or other circumstances. Temporary assignments may be filled on an acting or interim basis. When an incumbent permanently vacates a position, a temporary assignment shall be limited to the shortest period necessary to fill the position on a regular basis. The Chancellor shall report tTemporary assignments to the Board are not included as an information item. at the first possible regular Board meeting following the assignment. The Chancellor shall develop administrative procedures for temporary assignments.

Pima Community College
Chancellor's Goals, Objectives, and Timelines
2018-2019

Approved by the Governing Board on August 8, 2018

Pima Community College exists to meet the needs of our students, our community, our state and our nation. The following goals and objectives are set forth with those purposes in mind. Moreover, recommendation(s) tied to goals and objectives should be data- informed, evidence-based and focused on the enrollment factors of access, persistence, retention, completion and post completion.

Goal 1: Improve Student Success

A. Work to decrease the student success gap between students in online vs face-to-face courses by 2% over the course of the academic year 2018-2019.

B. Demonstrate progress toward improving the student transfer rate by 2% by summer 2019.

C. Demonstrate an improvement in completion by collaborating with Arizona universities to evaluate reverse transfer opportunities over the last three years.

D. Increase fall to next term retention by 1.5%.

E. Review success measures for key subpopulations in the Voluntary Framework of Accountability and identify areas to address the achievement gap by summer 2019.

F. Update the Student Success policy to include co-curricular programming by spring 2019.

Goal 2: Engage the Community

A. Begin the development of the Immigrant and Refugee Center plan by summer 2019.

B. Increase the headcount number of area HS students enrolled in Dual Enrollment offerings by 5%.

C. Begin implementation of the new advisory committee model that is based on successful, evidence-based practices, and program accreditation standards by fall 2019.

D. Comprehensively review Career and Technical Education programs with attention to student success metrics by program and alignment of offerings with local, regional, and state economic initiatives and utilize outcomes in the programmatic design of the Centers of Excellence by spring 2019.

E. Establish a task force to (1) assess Pima's readiness for innovation including for educating and preparing students and the community for the impact of mobile technology, cloud computing, artificial intelligence, and the internet of things ("Industry 4.0"); and (2) make recommendations to promote rapid innovation at Pima.

F. Conduct an environmental scan, and engage the Governing Board with key employment sectors once per semester.

Goal 3: Cultivate Institutional Excellence

A. Prepare the College community for its mid-cycle review and HLC site visit by November, 2018. Host a post-visit forum by February, 2019.
B. Implement a comprehensive training program for operational units on continuous quality improvement through 2019.
C. Continue to implement leadership development for all employees including within the Center for Teaching and Learning, Supervision in the 21st Century, and Leadership Academy through 2019.
D. Implement customer service training in operational units and unit plans beginning in spring 2019.
E. Demonstrate the College is meeting the stated targets on budget and staff reductions necessary to meet expenditure limitations and ensure the institutional budget aligns with mission, vision, and the strategic direction by the end of the fiscal year.
F. Develop and communicate information technology plans to align with the strategic plan by fall 2019.
G. Begin a compensation and classification study and an institution-wide staffing analysis by summer 2019.
H. Ensure the Board policies and institutional administrative procedures are reviewed regularly on cycle through the next fiscal year.

Goal 4: Strengthen the Culture of Compliance

A. Begin the development of a compliance program to be embedded in unit plans including, but not limited to, financial aid, grants, international education, and athletics by summer 2019.
B. Develop a cyclical and regular internal audit schedule by summer 2019.
C. Continue to implement LEMAP organizational and management measures to strengthen the operational functions of the College Police by summer 2019
D. Continue the implementation of security and access control devices as well as improve the monitoring capabilities of the systems.

Approved by the Governing Board on August 8, 2018

E. Implement a mandatory Occupational Health and Safety training program by summer 2019.

F. Develop integrated emergency preparedness to strengthen the College's ability to address emergencies, disasters, and applicable threats, through a crisis management plan completed by December 2018 that includes communication protocol, incident management, and continuity of operations, with a timeline for implementation, training, and updating.

G. Ensure the College provides regular training on the prevention and awareness of discrimination and sexual harassment through 2019.