



## **Governing Board's Human Resources Advisory Committee**

August 23, 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:** Paul Bellows, Luis Gonzales, Mark Hanna, Sandra Lueders, Anna Maiden, Helena Rodrigues, Jeff Silvyn

**Absent:** Jeffrey Lanuez

**Guest:** Aida Vasquez (Present for a brief portion)

**Note Taker:** Sasha Goldstein

#### **1. Welcome and Call to Order**

Mr. Silvyn, General Counsel, called the meeting to order at 8:37am.

#### **2. Approval of Meeting Minutes from May 7, 2019**

Mr. Silvyn asked the Committee if they had the opportunity to review the meeting notes and if there were any questions or concerns.

Ms. Maiden moved to approve the meeting minutes, and the motion was seconded by Mr. Hanna. The Committee unanimously approved the May 7, 2019 meeting notes.

***Motion No. 201908-01: Approval of Meeting Minutes from May 7, 2019***

First: Anna Maiden

Second: Mark Hanna

Vote: Motion passed unanimously (Bellows, Gonzales, Hanna, Lueders, Maiden, Rodrigues voting in favor)

Motion Carried.

**3. Current updates on the last-meeting's topics**

**a. New Policy Launch Update**

Mr. Silvyn gave a brief history and overview on the new personnel policy launch process, which has taken a working committee over one year. Most policies posted last Thursday, and there are still more to be posted over the next few weeks.

Presentations to properly inform the staff and faculty will soon be rolled out by Human Resources and the Office of the Provost.

**b. College Directed Training Update**

Mr. Silvyn explained we are no longer using the term "mandatory," but rather "College Directed" when referring to employee training.

Ms. Vasquez joined the meeting to give more information on the College Directed trainings. Employees are communicated with about revised trainings and have the option to retake them. There are transcripts to be accountable to have employees take each training course.

Mr. Hanna explained that the Board was hearing concerns that we were not doing enough training in certain key areas and that there was resistance from certain employees about doing the training. The Board wanted to be sure that employees were taking trainings vital to College operations and from a legal standpoint.

Mr. Silvyn stated that employees serving on Selection Advisory Committees (PCC hiring groups) must first complete training to ensure hiring decisions are made without bias. Some are live and some are web based trainings. The group discussed this further, noting that research states a combination of in-person and online training sessions are more beneficial. While College Directed training compliance is up to the employee ultimately, their supervisor should be tracking it.

**4. New Business - HR/OED Staffing Update (Ms. Vasquez)**

**a. New Director, OED: Tina Neil**

Ms. Neil joins the College after many years at the U of A in a similar role. Previously, she was an adjunct faculty member at PCC for many years She will oversee the College Directed training program.

**b. New Instructional Designer, OED: Kyle Wright, Ph.D.**

Dr. Wright is extremely well-versed with current software and tools. He will elevate course design.

**c. Senior Human Resources Consultant Position**

This position has recently become vacant due to a retirement. We are currently in the second interview stage.

**d. Other Vacant Positions**

The Committee discussed vacant roles at the College. Mr. Hanna reiterated that this Committee should be reviewing how Human Resources is keeping up with filling vacant roles. The Governing Board will be provided a position vacancy list with metrics at its next meeting.

Ms. Vasquez departed from the meeting.

**5. Old Business - Proposed Change to BP 2.02**

Mr. Silvyn addressed the amount and type of information provided to the Governing Board when a new employee is hired. The Human Resources staff spends a large amount of time manually generating this report. Further, personal information about the employee is provided in this public document. Mr. Silvyn asked the Committee to make a recommendation on the data provided to meet the needs of the Board while ensuring the College is fulfilling its mission.

The Committee discussed this, concluding that the following information should be provided for a Director level position and above: Salary, Field of Degree(s) obtained, years of related experience, and start date. Regarding positions below the Director level, metrics only need to be shared with the Committee twice a year.

Mr. Silvyn proposed he and Mr. Lanuez meet soon to accurately capture these proposed changes to the BP 2.02. A draft will be provided to the Committee for review and approval at the November 6, 2019 meeting.

**6. Update on Chancellor's Goals (Mr. Silvyn)**

**a. Chair Academy**

Every year, in consultation with the Governing Board, the Chancellor develops annual goals. Tasks are assigned to different units to advance these goals. One such initiative is the Chair Academy, which partners internal leaders to work on institutional goals. We had about 50 people at director or higher level participate

in this one-week training. Now all are in smaller groups, paired with a mentor and someone from the Chair Academy. Next summer is a weeklong, concluding session for the participants.

**b. Classification and Compensation**

The Classification and Compensation Study is in the “request for proposal” stage. A consulting firm will be hired to update position descriptions and perform a study to recommend a different model for the College. PCC’s compensation rates will also be compared to the public sector. It has been over 10 years since the last review and the College likely under market rate for some positions.

Ms. Rodrigues shared that the U of A is two years into their Classification and Compensation study. Thousands of people are below market in terms of pay. The study is reviewing 15,000-23,000 employees.

Some concerns are foreseen with the faculty pay scale. The challenge is that there are certain fields where that pay scale will not allow the College to hire appropriately for specialized skill sets. (i.e.: The Dental Program requires a Dentist to teach.) Regular faculty salary will not work in these circumstances, and the College will need to determine the correct way to calculate pay scale.

**7. Other Items**

**a. Committee Charter**

Mr. Hanna explained that he holds issue with the charter when compared to that of the Finance and Audit Committee. He suggests adding this Committee’s specific function as producing specific recommendations for the Governing Board. The group clarified length of service for members as four years. Further review of the charter will occur at the next meeting of this Committee.

Mr. Hanna thanks all for serving on this Committee and states how important it is to the Governing Board and College.

**Adjournment:**

The meeting concluded at 10:09am.

**Next Meeting:**

November 6, 2019

District Office, D-103

**Action Items:**

- 1) Abbreviated metrics - Director and above Salary, degree field, years of experience, start date.
- 2) Finalize Charter – Term - Length of service.