



# Governing Board's Human Resources Advisory Committee

November 6, 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 Minutes

**In Attendance:** Paul Bellows, Luis Gonzales, Mark Hanna, Sandra Lueders, Anna Maiden, Helena Rodrigues, Jeff Silvyn, Jeffrey Lanuez, Dave Bea

**Note Taker:** Sasha Goldstein

### 1. Welcome and Call to Order

Mr. Lanuez, Assistant Vice Chancellor for Human Resources, Acting, called the meeting to order at 8:35am

### 2. Approval of Meeting Minutes from August 23, 2019

Mr. Lanuez asked if the Committee had any changes to the minutes. With no changes, a motion was made to approve the minutes.

First: Sandra Lueders

Second: Helena Rodrigues

Vote: Motion passed unanimously (Bellows, Gonzales, Hanna, Lanuez, Maiden, Silvyn, Bea voted in favor)

Motion Carried.

### 3. Current Updates on Topics from August 23, 2019

#### a. Review and Approve Committee Charter

Mr. Hanna spoke about the purpose of the Committee. He reiterated that the Board originally proposed its formation to advise the Governing Board on overseeing Human Resources metrics, proposals and personnel policy so that the Board can make decisions based on professional recommendations. The college has done a good job about specific goal-setting, which includes Human Resources. For this committee to give suggestions on goals, is a

good thing. Ms. Lueders inquired as to whether the documents for this meeting were made available to the public. Mr. Lanuez confirmed that they were.

The Board will have to vote to approve the revised charter, which will most likely occur at the January 8, 2020 Governing Board Meeting. It was requested that the old and new versions of the charter be included as supplemental documentation to clarify what has changed.

Ms. Maiden posed a motion for the HR Board Advisory Committee to approve this revised version of the charter to be presented to the Governing Board for adoption.

First: Anna Maiden

Second: Sandra Lueders

Vote: Motion passed unanimously (Bellows, Gonzales, Hanna, Lanuez, Rodrigues, Silvyn, Bea voted in favor)

Motion Carried.

Mr. Hanna then noticed a couple of edits needed in Section 1 under the Committee's responsibilities: The charter's language should be changed to "report annually" and the meeting for this annual reporting to be held at the June Governing Board meeting instead of November. Mr. Lanuez posed the motion to approve these amendments for the charter.

First: Mark Hanna

Second: Paul Bellows

Vote: Motion passed unanimously (Lueders, Gonzales, Maiden, Lanuez, Rodrigues, Silvyn, Bea voted in favor)

Motion Carried.

#### **b. Changes to Discipline Policy**

Mr. Lanuez distributed some pages of the employee handbook and proceeded to give examples of what some of the changes will be. The intent is to add more clarity to ensure any room for error has eliminated. The HR department is dedicating so much effort to make sure everything goes well for the employee. Mr. Silvyn explains how the HR model has changed; there is a Human Resources Consultant (HRC) assigned to a unit to take care of all HR needs. They might not have much experience to coach a supervisor in the process. There is further discussion on the employee termination process and Mr. Lanuez emphasizes his goal to have people treated with a lot of respect and dignity in the termination process. The Committee proceeds to discuss the termination process in greater detail and gives some feedback for improvement.

#### **c. College Directed Training Update**

Mr. Lanuez explains that the promise he made last year to shorten the amount of time required for this training has been fulfilled. Having the OED department fully staffed has helped significantly, as they are currently fixing some issues with our LMS from bad data previously uploaded. The new online trainings have been beta tested and received favorably by those employees.

The College had required adjunct faculty to take the trainings without compensation. After meeting with Sean Mendoza of the adjunct faculty sub-committee recently, we have agreed that adjunct faculty members will be paid for training sessions going forward and we will pay to the ones who have taken the trainings already retroactively.

### **4. Old Business**

**a. Present the proposed changes to BP 2.02 - Hiring and Assignment of Personnel**

Mr. Hanna confirms what this revision will change is the level of information that gets reported to the Governing Board about hiring personnel going forward and that BP 2.02 will go to the Board for two readings, then a final vote will be made. Ms. Maiden refers to conversation the Committee had regarding this topic two meetings ago and covers some points as clarification.

Ms. Lueders posed the motion to accept these proposed BP changes with the amended title.

First: Sandra Lueders

Second: Helena Rodrigues

Vote: Motion passed unanimously (Maiden, Bellows, Gonzales, Hanna, Lanuez, Silvyn, Bea voted in favor)

Motion Carried.

**b. Update: Classification/Compensation Study**

Mr. Lanuez informs the group that the vendors have been narrowed down to the final three who will come to give in-person presentations for final consideration. The process has gone well thus far.

**5. New Business**

**a. HR/OED Staffing Update**

- i. New Senior Human Resources Consultant: Brandon Crawford
- ii. New Advanced Program Manager for Learning & Technology, OED: Jesse Diaz
- iii. New Advanced Program Manager for HRIS: Jess Hughes**

Jesse Diaz has a high-level background in adult learning systems for Alamo College, who we use as a benchmark institution. In the same search process, we found an HRIS information systems support, Jess Hughes, who started out with Bluewater as a consultant, a systems architect. Jess has every single CSOD credential and he knows every module except compensation. Both APM's begin on December 2nd.

Dr. Bea informs the Committee that Mr. Lanuez had the ability to change the department's organizational structure to allow room for the necessary talent to align with what the College needs.

**6. Committee Member Comments**

Mr. Bellows inquires about any current hiring needs. Mr. Lanuez explains that there is a need to reevaluate the Data Analyst position. We have a consultant coming in that is working with each department to help us come up with a visualization of data. Dr. Bea informs the Committee that ASR Analytics will build a data warehouse. The project was initially focused on student side, but has expanded to finance and now in HR. Out of all the systems Cornerstone on Demand (CSOD) and Banner will provide much better reporting tools, as finance has a lot of reports that are customized. Once the data is moved, ASR has templates and reporting structures that will work well for HR. Will serve in an analyst role and get us farther than hiring one person. There is ground work with the SHRC team to figure out how to best use this data and implement systems to use it.

Mr. Hanna inquires about the Assistant Vice Chancellor for Human Resources position opening and candidate search.

Dr. Bea informs the group that the permanent AVC position is posted, and he is working with a national search firm. The group of people have been identified to be on the internal interviewing committee. A Senior Human Resources Consultant will manage the recruitment. There is currently local and national interest.

**Adjournment:**

The meeting concluded at 10:04am.

**Next Meeting: February 4, 2020**

District Office, D-103

**Action Items:**

1. Modify the language in the charter per the Committee's approved amended motion
2. Update on Class/Comp for next meeting
3. Committee to review current goals and make suggestions for new goals for HR