



PimaCommunityCollege

**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 Notice and Agenda

1. Welcome
2. Approve meeting [minutes](#) from August 23, 2019
3. Current updates on last month's topics:
 - a. HR Advisory Committee [Charter](#) (ACTION: Review and Approval)
 - b. Policy - Changes to Discipline Policy
 - c. College Directed Training update
- 4. Old Business**
 - a. Present the proposed changes to BP (ACTION: Send to Board):
 - i. BP 2.02 - Hiring and Assignment of Personnel
 - b. Classification/Compensation Study - update
5. New Business
 - a. HR and OED staffing
 - i. New Sr. HR Consultant: Brandon Crawford
 - ii. HRIS:
 1. Cornerstone OnDemand
 2. HR Data Analyst

- iii. OED: Staffing changes
- 6. Committee Member comments
- 7. Future Agenda Items:

Next Meeting: TBD

***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.



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. 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 week-long, concluding session for the participants.
- b. 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. (ie: 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 for BP 2.02 - Director and above Salary, degree field, yrs of experience, start date.
2. Finalize Charter – Term - Length of service.



Human Resources Board Advisory Committee Charter

Purpose:

The purpose of the Human Resources Board Advisory Committee (*the Committee*) is to assist the Pima Community College District Governing Board's oversight and monitoring responsibilities of personnel-related policies and support of Human Resources/College goals.

The committee may work in the areas of employment, recruiting, compensation, training and development, compliance with Federal, State, and local regulation, accreditation, and best practice standards and requirements as related to Human Resources including:

- The College's Strategic Plan as related to Human Resources
- The Chancellor's annual goals related to Human Resources and Organizational Development and Effectiveness.
- The Board's Annual Goals as related to Human Resources
- Review of Human Resources Key Performance Indicators

At the request of the Board, or on its own initiative, the Committee may make recommendations to the Board on human resources matters of College-wide significance.

Composition:

The composition of the Human Resources Board Advisory Committee will be as follows:

- PCC Governing Board Members (2)
- Community representatives (*at least 3 and no more than 5*)
- PCC Chief Human Resources Officer
- PCC General Counsel (*Ex-Officio and non-voting*)

External human resource executives will be appointed by the PCC Chief Human Resources Officer.

The community representatives shall be professionally knowledgeable about Human Resources' functions and standards, such as best practices, human capital management, human resource process, performance evaluation, discipline and grievance procedures, organizational effectiveness of human resources, human resources as an agent of change, and human resources as a business partner.

Length of service of community members is expected to be at least one year and no more than three years. The chair position will be for a one-year term and be rotated among voting committee members.

Meetings:

The Committee will meet no fewer than four times per year and more often as needed. All Committee members are expected to attend each meeting, in person or via tele- or video-conference.

Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes will be prepared and approved at a subsequent Committee meeting.

State of Arizona open meeting statutes A.R.S. §§ 38-431 to 431.09 will be applicable. The Committee may hold executive sessions when deemed necessary (e.g. to discuss matters with College legal counsel).

Responsibilities:

The College's Chief Human Resources Officer is responsible for:

1. Calendaring committee meetings
2. Providing written agendas in advance
3. Providing any needed supporting documentation
4. Preparation of meeting minutes
5. Posting meeting notification and support materials
6. Following up on any committee recommended action

The responsibilities of the Human Resources Board Advisory Committee include:

1. Monitor Human Resources Key Performance Indicators and report to the full Board annually at the November Board meeting.
2. Provide specific recommendations to the Governing Board regarding:
 - a. The Chancellor's and the Board's annual goals related to Human Resources and Organizational Development and Effectiveness
 - b. Any proposed actions on changes to Board Policies relating to personnel
 - c. Major Human Resources Department initiatives
3. The HR Advisory Committee will not discuss or make recommendations on individual personnel matters.



Pima County Community College District Board Policy

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

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](#) ~~positions in any classification~~ to be filled at the College and for the allocation of ~~sufficient~~ budget amounts 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 faculty and staff positions classified at the director level or higher 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 degree(s) obtained including field of study, and years of relevant experience, and a recruitment overview. The Chancellor or designee shall provide to the Board's Human Resources Advisory Committee at least twice per year metrics and information regarding all hires.

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 t~~ Temporary 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.~~