



Governing Board's Human Resources Advisory Committee

February 4, 2020

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, Mark Hanna, Jeff Silvyn, Jeffrey Lanuez, Dave Bea

Absent: Anna Maiden, Helena Rodrigues, Luis Gonzales

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 8:38am

2. Approval of Meeting Minutes from November 6, 2019:

A quorum of the Committee's voting members was not met, therefore, the approval of the November 6, 2019 meeting minutes will be postponed until the Committee's May 14, 2020 meeting.

3. Committee Membership Update: Mr. Lanuez and Dr. Bea

Ms. Lueders is no longer a member of this committee. Mr. Lanuez will be meeting with Ms. Rodrigues later today to give updates regarding today's meeting and will contact Ms. Maiden to do the same, as they were unable to attend today's meeting.

Dr. Bea suggested more members be recruited to this Committee to avoid any future quorum deficiencies. He noted that this is the first time this Committee has been unable to gather a quorum of voting members.

4. Updates on Last Month's Topics: Mr. Lanuez

- a. **Compensation/Classification Study:** This was one of the Chancellor's goals, which was funded just over a year ago. Out of all the vendors who submitted a proposal, it was narrowed down to a final three who gave presentations in person. The final vendor selection cannot be shared publicly until the Governing Board

approves it in March. We are working on drafting a communication to send out right away. Faculty senate and PCCEA have been discussing STEP progression for clarification. We plan to form a designated RFP review committee.

Dr. Bea explains that some compensation and classification points were brought up at the most recent Faculty Senate meeting. He gave a brief overview of where staff and faculty are currently at on the salary scales. There won't be a quick fix once the results come in, and the study could take at least 18-24 months to be completed, as every single position must be reviewed. Employees must be reminded at every single conversation that money will not be taken away. There is also concern regarding job descriptions changing in conjunction with the needs of the job itself. No amount of communication is ever enough when it comes to this type of situation. The first district-wide communication about the compensation/classification study will be sent out at the end of March.

b. Training and Development Presentation: Mr. Lanuez

Mr. Lanuez's promise to the College to condense the College-directed training by 75% has now been fulfilled thanks to finally having OED unit fully staffed. The previous transcript issues have been fixed and faculty is now being paid to take these trainings. He presents the New Hire Orientation video that was sent out College wide. The employee experience is the top priority throughout this entire process. Previously, we were letting employees start working before sending them to NEO. We now have start dates start twice a month at the beginning of a pay cycle. Prior to arriving they take the Predictive Index behavioral assessment along with their supervisor, their supervisor is present at NEO to welcome them. There has been a lot of positive feedback so far throughout the College.

Another ongoing topic has been about the need for supervisor training. Our OED department created "March Manager Madness" to address this. There are numerous base-level setting trainings throughout the month of March for every single supervisor (including all ELT and the Chancellor). This means over 350 supervisors will be trained in one month. After March, day 3 of NEO for supervisors will be offered quarterly, and will keep this training moving forward.

c. HRIS and OED Staffing

- i. New Advanced Program Manager for Learning & Technology, OED: Jesse Diaz – Jesse came to us from Alamo College with hands on higher education and Cornerstone experience.
- ii. New Advanced Program Manager for HRIS: Jess Hughes – Jess has every certification for Cornerstone on Demand, his current focus is improving the recruitment module and processes, he is our lead on this system. In the years of using this expensive tool, it's the first time we have expert users and we now only need the smallest support package because of them.

5. New Business: Mr. Lanuez

- a. Focus of this Group: Tracking and presenting metrics for this group and then to the Board. In prior years, metrics about time to hire were very rough, there was turnover without supporting data. HR has begun a data warehouse project, the reports that are currently used have been submitted, next we will request the reports we want generated. We will be able to track Employee relations issues, retention, correlation between supervisors training and more. We are thinking about sending out an employee satisfaction survey before and after the March supervisor training. Once this data warehouse project is finished, the metrics will go into an online dashboard. All data is mostly live at midnight the night before.
- b. In addition to the win with compliance training, a biannual College climate survey came out right before Thanksgiving and the only question that came back with statistically positive significant increase was regarding the work in Human Resources.

The PCCEA met with the Executive Leadership Team (ELT) recently and both sides are working to come to an agreement about consistency and accuracy in the language for future communication and policies/codes of conduct. The PCCEA leadership has been meeting regularly with Human Resources leadership to keep a clear line of communication open.

- c. Mr. Lanuez asked Mr. Hanna how to best communicate discussions and outcomes of this Committee back to the Governing Board. Mr. Hanna suggested Human Resources gives an annual presentation to the Governing Board. Currently, updates from this Committee are given in between executive sessions.

6. Old Business: Jeff Silvyn

- a. BP 2.02 is on the Governing Board's meeting agenda for tomorrow night for the final reading. This means that the details of only director level and above hires will be reported to the Board going forward. It will avoid so much time and effort for insignificant information.
- b. This Committee's charter was finalized at the last meeting on November 6, 2019.

7. Revisit May's Committee Meeting Date

- a. This group decided to meet next on May 14, 2020.

8. Future Agenda Items

- a. **Mr. Lanuez to present a mockup short presentation of the dashboard at different levels.**
- b. **Update on the data warehouse project and explain how the information is pulled.**

Adjournment:

This meeting concluded at 9:58am.

Next Meeting: May 14, 2020

Location: District Office, D-103