



**PimaCommunityCollege**

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

May 14, 2020

8:30 am - 10:30 am

Pima Community College

<https://pima.zoom.us/j/97525305166>

Meeting ID: 975 2530 5166

Dial-in: (669) 900 6833

Meeting ID: 975 2530 5166

**Meeting Notice and Agenda**

1. Welcome
2. Approval of November 6, 2019 & February 4, 2020 Meeting Minutes
3. Old Business
  - a. BP 2.02 was approved at the Feb. 2020 Board Meeting
  - b. Compensation/Classification Study: Project Status Update
  - c. HR Metrics / Data Warehouse Project Update
4. New Business
  - a. Board update from 5/13 meeting (*Board retreat tomorrow, 5/15*)
  - b. COVID-19 Crisis Discussion
    - i. Brief on timeline to-date
    - ii. Brief on the current status
    - iii. Next steps and needed plans from an HR perspective
      1. Re-entry
      2. Employee Training & Development: Upskill / Reskill / Reassignment

5. Committee Member Comments
6. 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

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



# 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