



PimaCommunityCollege

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

November 19, 2020

8:30 am - 10:20 am

Pima Community College

<https://pima.zoom.us/j/99291705048>

Meeting ID: 992 9170 5048

Dial-in: (669) 900 6833

Meeting Notice and Agenda

1. Welcome
2. Approval of August 27, 2020 Meeting Minutes
3. Old Business
 - a. Data Warehouse and HR Metrics Project
4. New Business
 - a. Member Recognition
 - b. Review Board Presentation
 - c. Board Election
 - d. Proposition 481
 - e. Announcements
5. Committee Member Comments
6. Future Agenda Items

Next Meeting: February 11, 2021

*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.



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August 27, 2020

8:30 am - 10:30 am

Pima Community College

Meeting Minutes

In Attendance: Paul Bellows, Mark Hanna, Anna Maiden, Helena Rodrigues, Jeff Silvyn, Jeffrey Lanuez, Dave Bea

Not Present: 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 8:35am.

2. Approval of Meeting Minutes from May 14, 2020

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

First: Anna Maiden

Second: Mark Hanna

Vote: Motion passed unanimously (Bellows, Rodrigues, Lanuez voted in favor)

Motion Carried.

3. Old Business

a. Update: COVID-19 (Mr. Lanuez)

i. Pandemic related

The COVID-19 daily leadership meetings ceased back in mid-June and regular leadership meetings have resumed. The College has transitioned out of crisis

management mode into normalizing business operations. The Chancellor made an original commitment to keep everyone employed, and to date, there still have been no furloughs or layoffs.

Work onsite has continued in a very limited capacity. Campus entry protocols have been put in place to increase safety and minimize contact and risk including: PPE, contact tracing, extensive cleaning, temperature screenings, and a questionnaire. To date, no one has contracted COVID from being on a PCC campus or facility.

ii. Employee Upskilling

The pandemic scaled back regular onsite operations but there are still many positions that have a physical onsite function. We have been working to determine what to do with employees and temps while having moved to a mostly off site model.

IT helped to create spreadsheets for the executive administrators to identify which employees have available working hours to repurpose and utilize them where needed. The results will be released to the ELT next week to determine matches. This assessment also included our temporary employee pool, and confirmed needs.

This ignited HR's current work with learning and development to revise and further develop our online learning platform. OED is purchasing Percipio, a high-quality LMS connector for Cornerstone. This will improve the quality and ease of use for our online learning platform significantly.

iii. DEI

Diversity, Equity, and Inclusion is an area where we have focused a lot of time and resources. We have hired a facilitator to engage the ELT for a series of workshops. Tina Neil, Director of OED, will follow up with the facilitator after each session to develop training and exercises to ensure continued growth on this topic.

Mr. Hanna suggested that the Chancellor publish a follow-up to the Board's commitment statement on DEI, outlining everything we've done and will continue to do regarding DEI.

b. Update: Compensation/Classification Study

This is a very important and technical project and we are being very methodical. The success of a project of this magnitude will mostly rely upon communication and engagement. An internal dashboard has been created in My Career Center for employees to get updates in real time and ask questions of our comp/class staff. The staff steering committee was just finalized after many nominations were submitted. The announcement calling for faculty nominations was just sent out this past Monday. We are already receiving a steady flow of nominations. Concurrently, we are putting an administrator group together to help guide the process.

The Chancellor met with our comp/class consultants this week to share his vision and expectations.

4. New Business

a. Presentation: Sample HR Metrics

Mr. Lanuez presented examples of data and metrics Human Resources hopes to gain access to through the data warehouse project. The HR team has been asked to think big and compile a wish list of possible data and reports. We are presently able to access some data now, however, it is a very manual process to retrieve this information. HR will present at the November 4th Governing Board meeting an annual report on current HR metrics.

b. Data Warehouse Project

Mr. Lanuez and his team met with the data warehouse consultants this week to plan next steps. The consultant will work on sorting out some technical aspects, and will meet with the HR team again in two weeks. We will show them our “wish list” and clearly lay out our department’s expectations and data reporting needs.

Dr. Bea explained that this project will make reporting easier and more robust going forward. Historically, the College did its reporting off of live data bases which caused the retention of too much information.

5. Committee Member Comments

Mr. Hanna and Mr. Lanuez thanked the community members of this Committee for giving this group their time and valuable input.

Adjournment: The meeting concluded at 9:34am

Next Meeting: November 19, 2020 Via Zoom Teleconference

Action Items:

1. Mr. Hanna and Mr. Lanuez to meet to discuss the Governing Board’s expectations for the November 4, 2020 Human Resources data metrics presentation.
2. Mr. Lanuez shall speak with the Chancellor regarding publishing an outline of the ongoing efforts in support of Diversity, Equity, and Inclusion taking place at the College.