



**PimaCommunityCollege**

## **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 Notice and Agenda**

1. Welcome
2. Approval of November 6, 2019 Meeting Minutes
3. Committee Membership Update
4. Updates on Last Month's Topics:
  - a. Compensation/Classification study
  - b. Training and Development Presentation
  - c. HRIS and OED Staffing
5. Old Business
  - a. BP 2.02 - Going to second reading
  - b. Finalized Committee Charter
6. New Business
  - a. Focus of this group = Board Issues
    - i. HR Metrics / Data Warehouse Project Update
    - ii. Training & Development
    - iii. Faculty Concerns - Discussion
      1. Pay (*step progression*)
      2. Code of Conduct policy
7. Revisit May's Committee Meeting Date - **Sasha**
8. Committee Member Comments

## 9. 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 either in person, via teleconference, or via video conference.



## **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



# Pima County Community College District Board Policy

<i>Board Policy Title:</i>	<b>Hiring of Personnel</b>
<i>Board Policy Number:</i>	BP 2.02
<i>Adoption Date:</i>	10/21/81
<i>Schedule for Review &amp; Update:</i>	Every three years
<i>Review Date(s):</i>	6/26/14, 7/21/15, 10/31/19
<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 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 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-to be filled at the College and for the allocation of budget amount-to fund 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: title, rate of pay, start date, degree(s) obtained including field of study, and years of relevant experience. 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 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. Temporary assignments are not included as an information item.





## **Governing Board's Human Resources 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.

The 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, either in person, via teleconference, or via 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 annually to the full Board at the June 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.