



PimaCommunityCollege

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

August 27, 2020

8:30 am - 10:30 am

Pima Community College

<https://pima.zoom.us/j/99192335359>

Meeting ID: 991 9233 5359

Dial-in: (669) 900 6833

Meeting Notice and Agenda

1. Welcome
2. Approval of May 14, 2020 Meeting Minutes
3. Old Business
 - a. Update: COVID-19
 - i. Pandemic related
 - ii. Employee Upskilling
 - iii. DEI
 - b. Update: Compensation/Classification Study
 - c. Presentation: Sample HR Metrics
4. New Business
 - a. Data Warehouse Project
5. Committee Member Comments
6. Future Agenda Items

Next Meeting: November 19, 2020

***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

May 14, 2020
8:30 am - 10:30 am

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

Meeting ID: 975 2530 5166

Dial-in: (669) 900 6833

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Draft Meeting Minutes

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

Unable to Attend: 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 8:39am

2. Approval of Meeting Minutes:

November 6, 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: Paul Bellows

Second: Anna Maiden

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

Motion Carried.

February 4, 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: Paul Bellows

Second: Helena Rodrigues

Vote: Motion passed unanimously (Maiden, Hanna, Lanuez voted in favor)

Motion Carried.

3. Old Business

a. [BP 2.02](#) was approved at the Governing Board Meeting on February 5, 2020.

b. **Compensation/Classification Study: Project Status Update**

■ The vendor was approved at the Governing Board meeting on May 13, 2020. HR has been assured that the COVID-19 crisis will not affect the timeline of this project. We are taking a lot of care to ensure we communicate with our organization both timely and effectively throughout this process. Our next steps are to set up a project timeline and build a dashboard that will help employees to stay informed in real time.

c. **HR Metrics / Data Warehouse Project Update**

■ Reports have been collected from HR for the metrics portion of this project. They are working on connecting systems, nothing is shown as of yet, but this project is very active. The idea is to take all data housed in various different systems and store it in one place.

4. New Business

a. **Board update from 5/13 meeting**

■ The College is in good standing financially, therefore there have not been any furloughs or layoffs as of yet. Fall enrollment will be very critical to our financial standing in 2021. It was mentioned that the College has been much more cautious than other institutions. We endeavor to create hybrid classes with the utmost concern for students' and staff's safety and well-being. Dr. Bea gave a brief, in-depth update of the current status of the budget and current revenues.

b. **COVID-19 Crisis Discussion**

■ Mr. Hanna asked the Committee members to share their recent crisis-related experiences and how it is affecting their organizations. Similarly to PCC, they are all addressing employee return-to-work concerns, reassignments, childcare, short-term planning, and clear communication. There is much thoughtful planning and looking forward.

■ **Next steps and plans from HR:**

- Mr. Lanuez shares that the College's Executive Leadership Team (ELT) has been meeting daily. Their top principle is equity across the board. Who's struggling with access to technology, tools, internet, etc. From day one, the Chancellor has been communicating consistently to "take care of yourselves and your families." We are focusing on employee training & development; how to upskill, reskill, and retain our staff.
- Mr. Bellows asked what the College is offering in terms of mental health resources. Mr. Lanuez explained that we have an Employee Assistance Program (EAP) which provides free counseling and referral services to covered employees and their immediate families. Additionally, there have been College-wide communications regarding an extended leave policy for COVID-19, as well as the option for employees to donate their leave to their peers that need it. The Chancellor has been actively engaged with our Wellness Program and

sending resources out on a regular basis including virtual workouts and yoga classes. Budget monies have been allocated to accommodate potential added disability resources.

- Mr. Lanuez presented the College's public-facing, COVID-19 dedicated web page containing employee and student resources. He then showed the new employee intranet tool in My Career Center, titled "Employee Connect." The focus is slowly moving away from a Covid focus and has changed gradually to accommodate. Employees can post, ask questions, and connect as a community on a variety of topics.
- The re-entry plan is in process, however, there are still many questions to be answered. We want to ensure we have safe procedures in place for temperature checking, tracking, and using PPE.

5. Committee Member Comments

Mr. Hanna asked that Mr. Lanuez prepare his annual report to the Governing Board for the November meeting.

6. Future Agenda Items

1. AERC update
2. Data warehouse project: Pull data together and provide a timeline on production

Adjournment:

This meeting concluded at 9:52am.

Next Meeting:

August 27, 2020

Location: Virtual via Zoom