



Governing Board's Human Resources Advisory Committee

May 13, 2021
8:30 am

Summary Notes

In Attendance: Paul Bellows, Jeff Silvyn, Carleen Thompson, Dave Bea, Aida Vasquez

Not Present: Luis Gonzales, Catherine Ripley, Helena Rodrigues

Note Taker: Sasha Goldstein

1. Call to Order

Dr. Bea, Executive Vice Chancellor for Finance & Administration, called the meeting to order at 8:33am. A quorum was not achieved today, therefore, no action items will be approved, nor will any motions will be carried today. This meeting is purely informational and strategic.

2. Reports and Feedback

a. Compensation/Classification Study (Ms. Vasquez & Dr. Bea)

Ms. Vasquez and her team have been working closely with the Provost's office to ensure that the various Faculty groups understand the process and provide information on additional items that may be added after the basic scope of work. The Faculty Steering Committee was sent a survey to provide input and feedback which will be reviewed when they return from summer break.

There have been some questions regarding redefining roles, which will be a separate project. The Segal Consulting team is working to develop a method for faculty assessments. We have outlined criteria from regional peer institutions to help us benchmark. Since we compete with them for talent acquisition it is important to ensure that we are leveled with or above what they offer. Particularly, now in a remote environment as someone from Tucson can be employed in Maricopa or nationally.

The Position Description Questionnaires (PDQs) have has over an 82% response rate from our staff. Faculty will not complete PDQs because they have their own policy regarding increases. Over the summer, we will review the job groups to make sure they provide clearer position definitions to align the salary data to the market rates. Once a structure is developed, we will look at whether individual salaries are below or above market. A group of targeted salary surveys are used to ensure we are obtaining the most accurate and applicable data for comparison.

We have clearly and publicly stated that we will not decrease anyone's current wages. If their position's market rate gets classified at a lower level, their salary will stay the same.

b. Return to Work Plan (Ms. Thompson & Dr. Bea)

The Chancellor set his expectation to the ELT last week that all PCC employees shall return to onsite operations no later than Monday, August 2, 2021. Many departments will set forth a staggered, hybrid schedule for staff that will require a minimum of three days onsite/in-office. Many departments will begin a gradual return process in 2-3 stages beginning next week. Ms. Thompson presented slides outlining specifics for the Human Resources department's return to work plan. We have several teams who are constructing policies relating to this topic.

We cannot currently require vaccinations, however, we strongly encourage them. We want to be as responsible as possible and adaptive. The CDC guidelines are rapidly changing and developing so we are continuously adapting everything as best we can.

c. Committee Membership (All)

This Committee's main purpose is to advise and guide the Governing Board's recommendations leading to the best possible outcomes for the College. We currently have a need for community members to join this Committee. Representatives should be varied from the private and public sectors, be willing to contribute in leading us to effective people management solutions, HR senior level data/metrics analysis and decision-making, and a love for the College and Tucson community. Dr. Bea urged the Committee members to get the word out and bring candidate suggestions to May's meeting.

Once some volunteers are identified, they will need to go through a formal vetting process by the Board.

3. Committee Member Comments

a. Employee Evaluation Process Restructure

Some suggestions included: Holding dialogue between supervisor and employee twice a year or quarterly, so the important conversations don't wait until the end of the year, adding a scoring component, managing performance through specific trainings, balance formal and informal coaching conversations, quality assurance "evaluating the evaluations."

Adjournment: The meeting concluded at 9:26am

Next Meeting: TBD Via Doodle Poll

Future Agenda Items:

1. Classification/Compensation Study (*Recurring agenda item for updates throughout the duration of the project*)
2. Challenges of aligning performance management post-Covid. (*Areas for improvement, input, review, critique.*)