



PimaCommunityCollege

Governing Board's Human Resources Advisory Committee

May 13, 2021

8:30 am

<https://pima.zoom.us/j/91372810687>

Meeting ID: 913 7281 0687

Dial-in: (669) 900 6833

Meeting Notice and Agenda

General Matters

1. Call to Order

Action Items

2. Approval of Minutes from November 19, 2020

Reports and Feedback

3. Classification/Compensation Study Update
4. Return to Work Rollout
5. Committee Membership

Committee Member Comments

Future Agenda Items

Next Meeting:

TBD Via Doodle Poll

***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 conferencing.

VIRTUAL MEETING

Following the guidance of public health officials, the College has closed its facilities to the public and allows only restricted access for essential personnel to promote social distancing and limit the spread of the coronavirus.

Accordingly, the Human Resources Advisory Committee will conduct this meeting through remote technology only. Members of the public interested in following the proceedings may do so via Zoom webinar.



PimaCommunityCollege

Governing Board's Human Resources Advisory Committee

November 19, 2020

8:30 am - 10:20 am

Pima Community College

Draft Meeting Minutes

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

Not Present: David 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 8:32am.

2. Approval of Meeting Minutes from August 27, 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 (Rodrigues, Lanuez voted in favor) (Mr. Bellows and Mr. Gonzales arrived at the meeting post-approval) Motion Carried.

3. Old Business

a. Data Warehouse and HR Metrics Project (Mr. Lanuez)

Mr. Lanuez had a follow-up meeting with the College's S.T.A.R. team and the data warehouse project consultants to show them visually what he is looking for in regards to data reporting and paint a clear picture of the real needs. This vision for the project will require twice as many hours than what has been allotted to the department.

There are three top data and metrics priorities that will support HR in becoming true strategic business partners to our employees.

1) Recruitment Data

2) Employee Relations Data

3) Banner Data

We want to work on accessing the most important data first, then we will work to pull what is more standard HR data from Banner. We are presently able to access some data now, however, it is a very manual, timely process to retrieve this information.

b. Compensation/Classification Study (Mr. Lanuez)

The study's project manager, Aida Vasquez, has been receiving positive feedback from her group facilitations thus far. All associated Steering Committees (Staff, Faculty, Communications, and Leadership) have met and begun running small forums. We are consistently posting updates on the internal HRIS site, EmployeeConnect, to create engagement. This is the same platform where employees can access our upskilling software. (Mr. Lanuez provided a brief demonstration of this site.)

The first All-College Town Hall on December 4th will introduce the class/comp study process to the entire College. The consultants have already met with the HR department which was a very informative meeting where we discussed the timeline, what the study will entail (how the culture of PCC influences comp/class at the College and therefore the study). We were also able to identify the need for anonymity for some employees to voice opinions and provide input that will be vital to fixing processes and policies. This has led us to develop a Google Form for anyone to submit feedback anonymously to the Classification and Compensation team.

4. New Business

a. Committee Member Recognition (Mr. Lanuez)

This is Mr. Hanna's last Committee meeting, as he is retiring from his position with the College's Governing Board after six years of service. The Committee members thanked and acknowledged him for his great work during his tenure.

b. Board Presentation Review (Mr. Lanuez)

Mr. Lanuez gave the Committee a recap of HR's annual report presentation (attached) presented at the November 4th, 2020 Governing Board meeting (which typically takes place annually in June). The goal is to show actual data at the Governing Board Meeting in June 2021.

c. PCC COVID-19 Testing Sites (Mr. Hanna & Mr. Lanuez)

The College has partnered with Arizona State University and Pima County Health Department to provide drive-through COVID-19 testing at three of our campuses. Thanks to a grant received by the University, testing is free and available to anyone 5 years of age and older.

d. Governing Board Election (Mr. Hanna)

Cat Ripley has been elected to replace Mr. Hanna on the College's Governing Board.

We do not yet know if she will take over Mr. Hanna's seat on this Committee. The Governing Board will vote on its members' Committee assignments in January.

e. Proposition 481 (Mr. Hanna)

There was an overwhelming approval of Proposition 481. We were initially concerned about the general negative feelings surrounding school funding. It has no effect on property taxes, and will allow the College to spend the money it already has in a more productive way.

f. Announcements

Mr. Hanna shared that the College was just informed today that Bank of America just made a grant of \$1MM to be split between PCC and ASU (Downtown Phoenix campus) to support minority students in successfully completing their degrees or certificates.

Ms. Maiden announced her departure from this Committee and that this will be her last meeting. The Committee members thanked and acknowledged her for her time and valuable service over the years.

5. Committee Member Comments

Mr. Hanna and Mr. Lanuez thanked all of the community members for giving this group their time and valuable input. This committee has had an impact on policy, how the board views Human Resources issues, and has helped move forward with progress that wasn't made previously.

Adjournment: The meeting concluded at 9:10am

Next Meeting: February 11, 2021 Via Zoom Teleconference

Future Agenda Items:

1. Classification/Compensation Study *(add as a regular agenda item for updates throughout the project)*
2. Live Demos from Organizational Effectiveness & Development Team:
 - a. UpSkilling & Reskilling (including a Percipio Demo)
 - b. Leadership Development
 - c. Information on Better Manager (live coaching)

Human Resources

The Human Resources Department staff intends to work a hybrid schedule with department staff staggering schedules to accommodate office space constraints.

Step 1

- 8 staff members: HR Director's ER/TA Team - 1 day per week on-site
- 3 staff members: OED Team - 2 half days per week on-site

Step 2

- 8 staff members: HR Director's ER/TA Team - 2 days per week on-site
- 3 staff members: OED Team - 3 days per week on-site



Human Resources (Continued)

Step 3

- 2 staff members: HRAVC & Support - 3 days per week on-site
- 8 staff members: HR Director's ER/TA Team - 3 days per week on-site
- 3 staff members: OED Team - 3 days per week on-site
- 2 staff members: Class/Comp Team - 3 days per week on-site

** In-person services will be made available by appointment only beginning in July.*

