



Staff Council Meeting Minutes

Friday Feb 5, 2021

8:30am-11:00am

Google Meets, Virtual

Jon Wesley, Staff Council Vice Chairperson – Meeting Facilitator

Attendance:

VOTING MEMBERS

Susana Armenta
Fatima Wilson
Lucy Simpson
Jon Wesley
Roxanne Brumitt
Marcos Ameneiros

Pedro Gallardo
Manny Carrillo
Diane Miller
Victor Salazar
Denise Quijada
Katy Hernandez

Kathleen Martinez

Aida Vasquez
Amanda Gordon
Ricardo Gutierrez
Michael Lopez
Ricky Gonzalez
Bea Velazquez

NON-VOTING MEMBERS

David Bea
Kate Schmidt
Irene Robles-Lopez
Keri Hill
Joi Stirrup
Ouatfa Chuffe-Moscoso

Michael Tulino
Ted Roush
Matej Boguszak
Melissa Morrison
Sylvia Duenas
Johnathan Brownlee
David Dore

Not in Attendance:

VOTING MEMBERS & NON VOTING MEMBERS

Gloria Coronado
Montserrat Caballero

Brittany Hart

General Matters

- Welcome and Introductions
- Public Comments and/or Questions - None
- January Minutes have been approved and posted to the Staff Council website

Business Reports

IT: Updates – Johnathan Brownlee

- Wireless voice or data device changes or requests are now available as an online service request
 - Open a ticket to request an IT Service by going to MyPima > @Work > IT Service Request _ Submit a Ticket > Telephone Services. Then, select either Cellular Device Request for a new phone, Wireless Data Device request, or a Cellular Device Change Request for any issue involving an existing college issued service or device. Both wireless phones and internet devices are covered by this ticket type.
 - This service request is used to request a device to be issued, make a change to services, cancel a line, or request a transfer of services already issued.

- For questions, please reach out to Dawn Melton at dmelton@pima.edu.
- Phase three of testing for Google Drive File Stream is complete. This new utility allows a desktop or laptop to mount a Google Drive folder like a network file directory.
 - Shared departmental Google Drives are also coming for shared file areas using Google Drive upon department leadership request.
 - The use of a shared department Google Drive first requires a departmental file plan to be put in place with assistance from the Records Management Department. The file plan helps us to track what sort of records and files might be stored in the shared drive so we can protect and assist in retention of those materials.
 - Google Drive experiences will vary with the type of network service used to access G-suite services, e.g. your local Internet service. It is not, however, dependent on how busy the College's internal network might be at the time the files are being accessed.

Provost's Office: Updates – Kate Schmidt

- **Bellwether Recognition and Presentations**
- **PimaOnline Updates and Acknowledgements**
- **Provost's virtual office hours**
 - February 12 at 9:00 a.m.
 - March 12 at 9:00 a.m.
 - April 9 at 9:00 a.m.
 - May 14 at 10:00 a.m.
- **February is National Black History Month** - For events visit <https://africanamericanhistorymonth.gov/>
- **21-Day Racial Equity Habit Building Challenge-** Register at - <https://21racialequitychallenge.prohabits.com/start>
- **Diversity, Equity, and Inclusion (DEI) Events:**
 - February 15, 2021 1:00-3:00pm - The importance of Language and Communication in Creating Inclusive Environments.
 - February 18, 2021 4:00-5:00pm - White Men as Allies in the work of DEI.
 - March 5, 2021 3:00-4:30 pm - America is changing, are you ready?

Human Resources: Updates - Dave Bea

- Class/Compensation - over 750 submissions. 83% response rate.
- Class/Comp changes will not affect or reduce pay.
- PDQ deadline February 12, 2021.

Environmental Health & Safety: Updates - Quatfa Chuffe-Moscoso

- 6,000 COVID tests administered at PCC sites.
- North West campus is now a testing site.
- Pima County Vaccination Update
 - Vaccination efforts continue for priority groups under Phase 1A (health care professionals and support workers, and staff and residents in skilled nursing homes and assisted living facilities). Vaccinations for Phase 1B.1 a-d priority groups began Jan. 15.
 - Through February 1, 2021: 165,950 doses allocated to the County; 136,100 doses arrived.
 - 119,585 vaccinations completed through Monday February 1, 2021.

- The State allotted 29,850 doses to the County for the week beginning Feb. 1, with delivery expected by Feb. 3 at the latest. Pima County released information on Myths vs Facts for COVID-19 Vaccine. Pima County recommends continuing to follow the steps to Protect Yourself and Others by masking, distancing and hand washing. The State Retail Pharmacy Program allocated a limited amount of vaccine directly to six pharmacies in Pima County (updated 01/28/2021).
- Approximately 674,000 people are eligible for vaccination in Phase 1B in Pima County.
- Cases have been declining in the last 3 weeks in AZ.

Facilities: Updates – No Report

Committee/Work & Task Group Representatives: All College Council, Benefits Work Group, Enrollment Management Committee, AERC-All Employee Representative Council - No Report

Finance: General Updates – David Bea, Executive Vice Chancellor-Finance & Administration

- Follett
 - Contract amendment
 - Future of bookstore, food service, and vending operations
- Annual Audit Cycle
 - Comprehensive Annual Financial Report for the Year Ended June 30, 2020
 - Fiscal Year 2020 Single Audit
 - Fiscal Year 2020 Report Highlights from Annual Financial and Single Audit
 - Expenditure Limitation Report - pending
- College Budget
 - COVID-19 Federal Funds Working Group
 - Determining use of outstanding CARES Act funds
 - Preparing for the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds
 - Administrative Reports at February 3, 2021 Governing Board Meeting
 - Study Session on February 15, 2021
 - Overview of Reserves

College Business

- 3.1. BP 3.02: Academic Freedom — Revised (Kate Schmidt, Provost Office)
- 3.2. BP 4.01: Financial Controls and Institutional Budget — Revised (David Bea, Finance & Administration)
- 3.3. BP 4.07: Financial Stability — Revised (David Bea, Finance & Administration)

Employee Groups Report

- ACES - No Rep - No report
- AFSCME – Ricky Gonzalez - Introduced himself as the new AFSCME representative.

Open Forum and Discussion Topics – Staff Council and Guests

- No items brought forward.

Staff Council Business: Updates -

- Campus/District Reports-Constituent Feedback - No updates

- Governing Board Update - Michael Lopez, Governing Board Representative – COVID-19 report from Dr. Garcia, Pima County Chief Medical Examiner is encouraging for a near normal fall 2021.
- Sub-Committee Reports: Updates
 - By-Laws: Jon Wesley - Bylaws submitted for review to general council.
- Communication Report: No update
- Treasurer: Fatima Wilson, Treasurer - No update

Meeting Adjourned

**Next Meeting:
Friday, March 5, 2021 8:30-11:00 am
Virtual, Google Hangouts**