

STAFF COUNCIL MINUTES

Friday, December 01, 2023 8:30am – 11:00am Virtual, Google Hangouts

1.	General	Matters	8:30am
	1.1.	Welcome & Roll Call	
2.	Business Reports		8:45am

- Chancellor's Office: No UpdatePresident of Campuses: No Update
- Provost's Office: Jeff Thies, Acting Provost- Report
 - Provost's Newsletter for December 2023
 - Data
 - Withdrawal Survey
 - o Fall 2023 and Spring 2024 Enrollment
 - Community Resources Tab D2L PCC Quicklinks
 - HLC
 - O Town Hall next Friday at 29th St. Center, 9am 3 pm
 - O Pre Mock Visit Virtual 12/4 and 12/5:
 - Criterion 1 and 2 December 4, 9:00-10:00 am Google Meet Links
 - Criterion 3 and 4 December 5, 8:30-9:30 am Google Meet Links
 - Criterion 5 December 4, 11:30am 12:30 pm Google Meet Links
 - PimaOnline Conversations Update
 - Desert Vista Campus Student Success Model Discussions
 - Pathways Reboot Surveys and Focus Groups
 - Academic Freedom and First Amendment TLC Sessions Coming Soon
- IT: Updates: Isaac Abbs, Assistant Vice Chancellor for IT and CIO-Report

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- Human Resources: Carleen Thompson, Assistant Vice Chancellor for Human Resources- Report
 - O Performance Review- MCC Performance Review
 - Employee Self-Assessment Deadline: November 6, 2023 (PAST DUE)
 Manager Review Deadline: December 8, 2023
 - Process CLOSES on December 8th!
 - College Directed Training Refresher 2023- Completion Data 2021 Employees Completed the Training by the Deadline (includes all employee groups)
 - 946 Staff Completed (3 staff outstanding)
 - Staff who have not completed can log into MyCareerCenter and go to their transcript, where they will see the College Directed Training Refresher
 2023 assigned to them. We will be following up with all employees and supervisors to maintain compliance for the College.
 - o Salary Survey-
 - Ongoing process. The next 60 days are important. In our job announcements in the process of updating so that we are competitive with other companies
 - O Job Fairs: Job Fair and College Events:
 - November 8, 2023 **Veteran & Community Career Fair** The event allowed veterans to connect with Pima as an employer, in an in-person

- environment.
- December 06, 2023 **Pima Partnership Academy Career** Fair event allows Pima Partnership charter high school to connect with Pima as an employer, in an in-person environment.
- December 11, 2023 Pima County One-Stop Career In Person Event allows participants of the Pima County one-stop career area to connect with Pima as an employer, in an in-person environment.

Recruiting:

100 Open FT Requisitions, 28 Temp recruitments

- Compensation
- Review your info in the Employee self service portal on a regular basis
- Reconvening of the Leadership Team- Office of the Interim Chancellor
 - Regarding the work at home- Flexible work program
 - Would like to bring the changes before the body after the HR committee meets

Facilities: Brandye D'Lena, Assistant Vice Chancellor of Facilities—Benito Sanchez

- o Centers of Excellence
 - Downtown -
 - Installation of new welding booths. Future furniture purchases are pending approval for the same building.
 - Bike path is still in discussions. Reviewing the path.
 - Drachman properties-
 - There is a working group that collaborates with community members to look at data. The last meeting was on November 15th. Next meeting is December 5th.
 - 29th-
 - HVAC updates and modernizing controls
 - West-
 - Allied Health Project- on schedule.
 - J & H- Frame walls, dry-wall on track. Some new construction to come. Furniture selection is pending.
 - Replacement of the boilers- a temporary boiler was installed on 11/30.
 Anthony is working on getting the chillers updated as well
 - Memorial Tree Planted for Coach Mielke. Plaque is done. Pending installation.
 - MS Site- Truck Driver modular units are being updated
 - NW- None mentioned
 - Facilities Infrastructure
 - Lighting replacements in and out. Final walk throughs are taking place with TEP.
 - Card reader review- hard and software updates.
 - All Gender Restrooms (57 doors)- Indicators need to be installed.
 - Warehouse improvements are underway- Controlled environment to work in.
 - Library tech services- Install a roll up door. Needs to be watertight.

Security Access Control

- When using a badge at the card reader, take a moment and slow down. Donna Baker- see her for questions
- If you do not use your badge for more than 30 days your badge will deactivate. So make an effort to swipe a door every 29 days to be safe.
- Please enroll in the MY PCC Alert -Update your information in your My Pima account per the security team.
- Contact Property Control Dec 4th and 6th.
- Transportation Team Update-
- East- Improving the HVAC System. Estimates pending.
- DV- Hospitality project. Culinary area is almost done. Have some minor touchups. Flooring is completed. Should have some advancement in the next 2 weeks. Some things were found during the demo that delayed completion.

• Finance, Admin & Staff Council Liaison: Dr. David Bea, Executive Vice Chancellor for Finance & Administration

- O Days Cash on Hand- Study Session: Research firm for the new Chancellor, Facilities Master Plan (Where we have been, where we are at, and where we are going), provided an update from the UA & their structural department concerns. There has been money loaned to other departments such as athletics as well as strategic investments (scholarships, global online platform etc.) Plan: Budget Cuts and Staffing freezes
- o PCC-where are we in comparison to the UA?
- Our finances are based on having reserves to cover 75% of our operating budget. We have more stability right now. Similarities- we are spending down our reserves for strategic investments such as our Center for Excellence Projects etc.

• Committee & Task Group Representatives:

- All College Council: Jon Wesley, Erika Elias & Downi Griner
 - Downi reported that ERC spoke about the governing policies. Spoke about adding a council member to their group.
 - Jon- We have a time clock for ERC to report during the council meetings as well or instead of
- Benefits Work Group: Antje Cruce
 - Meet Next Friday 12/8. Will have updates after that.
- Enrollment Management Committee:
 - AERC-All Employee Representative Council: Celia Tapetillo
 - Spoke about the salaries and the Correction Policy-There are several areas where the language needs to be revised. It is a long document.
 Next meeting is later this month.
- 3. College Governance...... 9:45am

Draft Policies and Administrative Procedures and 21-Day Comment Period Instructions

- 3.1. Administrative Procedures (APs)
- 3.2. Board Policies (BPs)
 - BP 1.25- Comment period ends 12/15/23—REMINDER
- - 4.1. AFSCME Report: No Report at this time
 - 4.2. ACES Report: No Report at this time
- 5. Open Forum and Discussion Topics
 - 5.1. AP- Hazing needs to be updated. Stay Tuned for more information

- 5.2. AP- Conflict of Interest- Every employee fills out the form every year and sends it to the Chancellor
 - Will be added to Adobe Sign. More updates over the next few months.
- 5.3. Staff Council Members:
 - No reports
- 6. Staff Council Business 10:25am
 - 6.1. Representative Reports:
 - Constituent Feedback: Emily Ratley, Communications & Outreach Officer
 - 6.1.■.1. No reports
 - Governing Board Update: Downi Griner, Governing Board Representative
 - 6.1.■.1. November 8th Meeting- PCC governing board recognition awards were given out, Finance report, 24-25 calendar was presented, Facilities update, action items- Motion BP125- Comment for 21 days.
 - 6.2. Treasury: Cody Watts, Treasurer
 - Budget Update
 - Expenditure Requests
 - 6.3. Sub-Committee Reports
 - Bylaws Committee: No ReportElection Committee: No Report
- **7.** T-Shirts
 - 7.1. Shirts will be delivered to the campus that you work at over the next week.
 - 7.2. Please make sure to let us know what location you are at- Mail Code Etc.
- 8. Meeting Announcement

Next Meeting

Friday, January 5, 2024 8:30-11:00 am Virtual, Google Hangouts

9. Adjourn