

STAFF COUNCIL Minutes

Friday, January 05, 2024

Started at 8:30am

Adjourned at 9:48am

Virtual, Google Hangouts- Led by Ericka Elias

1. **General Matters..... 8:30am**
 - 1.1. Welcome & Roll Call
 - 1.1.1. Ericka Elias-Welcome
 - 1.1.2. Celia took the Roll Call
 - 1.2. Prev Month(s) Minutes Approval- Request sent 1/04/24
2. **Business Reports 8:45am**
 - 2.1. Chancellor's Office: **No Update**
 - 2.2. Lead Vice President of Campuses: **No Update- Dr. Aubrey Conover**
 - 2.3. Provost's Office: Dr. Jeff Thies, Acting Provost
 - 2.3.1. Provost Report-December
 - 2.3.2. **Provost Report- January**
 - 2.3.2.1. **450 students were dropped from a course because they did not pass the pre-req before the break**
 - 2.3.2.2. **New NA policy- Registrar will be dropping the students now instead of the faculty. The attendance tracker will be used for the first time.**
 - 2.3.2.2.1. Please expect that some students will be dropped that should not be dropped.
 - 2.3.2.2.2. Deans are working with their department heads to make sure that faculty understand the importance of taking attendance in a timely manner.
 - 2.3.2.2.3. What is the return time for students to be added back to a course when dropped? Advisors tend to get multiple emails from the same student because they are panicked to get added back.
 - 2.3.2.2.3.1. Emily said she would take this question back to the registrar's office.
 - 2.3.2.3. **FAFSA- Soft Launch**
 - 2.3.2.3.1. There are numerous challenges
 - 2.3.2.3.2. Not telling students to get their FAFSA done now. Take a beat and wait a few months to allow the FAFSA system to work out the bugs.
 - 2.3.2.4. **Job Listings are all posted- Excellence in Education- Job Board**
 - 2.3.2.4.1. Kudos to Janet and Vanessa
 - 2.3.2.5. **Task Force repository**

- 2.3.2.5.1. Standing Committee Vs Task Force
- 2.3.2.5.2. Provide easy access for employees to see exactly what's going on. **Will include a summary of the minutes and outcomes of the task force for specific topics.**

2.3.2.6. Spring Enrollment

- 2.3.2.6.1. Headcount as of today is 13, 750. There is an increase
- 2.3.2.6.2. Enrollment is up
- 2.3.2.6.3. Section tracking is going well
- 2.3.2.6.4. Sometimes it is hard to keep full time faculty and recruit adjunct faculty that have the correct credentials due to the pay structure.
 - 2.3.2.6.4.1. HR is working with the Health Professions division to review pay compensation

2.3.2.7. Baccalaureate Progress

- 2.3.2.7.1. 8 programs were recommended
- 2.3.2.7.2. By the end of January it will be narrowed down to the final 2 programs- Only 2 are allowed

2.3.2.8. HLC Next Steps

- 2.3.2.8.1. Town Hall next Friday at 29th St. Center, 9am - 3 pm
- 2.3.2.8.2. 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](#)

2.3.2.9. All Faculty Day-Will not be the first week back due to the MLK holiday and Jan. 18th start date.

- 2.3.2.9.1. Moved to March 8th at West Campus in the afternoon. The Futures conference is that morning.

2.4. IT: Updates: Isaac Abbs, Assistant Vice Chancellor for IT and CIO

2.4.1. IT Report

- 2.4.1.1. All updates are in the link above.
- 2.4.1.2. Students and Faculty will also be moving to an upgraded Banner 9. Available in My Pima.

2.5. Human Resources: Janet Rico Uhrig, Director of Talent and Employee Relations

1.1.1. Human Resources Report

- 1.1.1.1. Take note of the Career Fairs in the attached report
- 1.1.1.2. 87 Open Fulltime Requisitions and 24 Temp/Recruitments
 - 1.1.1.2.1. Recruitment numbers do not include the internal emails that we get for other options.
- 1.1.1.3. Positions that we struggle to fill- Reviewing salary bands and pay structures for positions that are open NOW. Compensation team is currently looking at salary surveys.

1.1.1.4. Leadership teams- Have completed collecting data from the AA race and ethnicity data.

2.6. Facilities: Brandye D'Lena, Assistant Vice Chancellor of Facilities

2.6.1. Facilities Report

2.6.1.1. Not included on the report- was sent as an email

2.6.1.1.1. Closing all work orders that were placed before January 2020. If we do not hear from you it will be canceled and will need to be resubmitted

2.6.1.1.2. Desert Vista is not listed on the HVAC report- parts have been ordered. So the heat is coming.

2.6.1.1.3. DV Kitchen has a full-permit so they will be able to provide full food services, catering etc. The food area is gorgeous. The repairs are amazing. No Operational Data- See Edgar Soto for an update of when it will be open

2.6.1.1.4. Card Use- Don't tap your card. Hold it for a few seconds until it turns green.

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

1.1.1. Finance and Administration Updates

1.1.1.1. Budget Season- see the attached report

1.1.1.2. Dec 4- budget Review is attached

1.1.1.3. Next Study Session is February 19th, 2024

1.1.1.4. Annual Audit should be complete.

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)

4. Employee Group Reports 10:15am

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. Guests:

5.1.1. David Parker- 3 AP updates coming

5.1.1.1. Hazing

5.1.1.2. Anti-Discrimination Policy

5.1.1.3. Conflict of Interest Form- Current language is " Everyone is supposed to complete one"

5.2. Staff Council Members:

5.2.1. Dorothy asked Aurie to share Loan Forgiveness Information

- 5.2.1.1. Loan Forgiveness- submitting the application. A link was shared about the PSLF. You have to share that you are working for a non- profit. You can also include your previous jobs.
 - 5.2.1.1.1. PSLF help Tool <https://studentaid.gov/pslf/>
 - 5.2.1.1.2. This matters because the Department of Education watches our loan default rate. If our students do not pay back their loans that goes against our loan cohort rate, If our rate is high can damage our ability to give federal financial support going forward. This is under Title 4
- 5.2.1.2. SAVE program- Saving on A Valuable Education. You are only required to make 15 years of payments. Built in loan forgiveness.
 - 5.2.1.2.1. <https://studentaid.gov/announcements-events/save-plan>
- 5.2.1.3. PSLF Help Tool Ninja
 - 5.2.1.3.1. <https://studentaid.gov/articles/become-a-pslf-help-tool-ninja/>
- 5.2.1.4. Aurie Clifford is available to answer questions if you need more support.
 - 5.2.1.4.1. aclifford@pima.edu
- 5.2.2. Please tell students to wait to fill out the 2024-2025 FAFSA form because the form is not calculating properly for a variety of students. Wait until possibly mid- February to complete it. More information to come.
- 5.2.3. Board Retreat January 11th at the East Campus
 - 5.2.3.1. Please try to attend.
 - 5.2.3.2. Send an email to the officers if you have any questions you would like to have addressed.

6. Staff Council Business 10:25am

- 6.1. Representative Reports:
 - 6.1.1. Constituent Feedback: Emily Ratley, Communications & Outreach Officer
 - 6.1.1.1. No Report
 - 6.1.2. Governing Board Update: Downi Griner, Governing Board Representative
 - 6.1.2.1. [December Study Session](#)
 - 6.1.2.2. 2 Board meetings since our December meeting
 - 6.1.2.2.1. MOCK session of HLC- link was shared in the chat
 - 6.1.2.2.2. Budget link was shared in the chat
 - 6.1.2.2.2.1. Staff Ratio compared to other community colleges. PCC’s ratio appeared to be on the high end.
- 6.2. Treasury: Cody Watts, Treasurer –No Updates
 - 6.2.1. Budget Update
 - 6.2.2. Expenditure Requests
- 6.3. Sub-Committee Reports- None

7. Meeting Announcement

Next Meeting
Friday, February 02, 2024 8:30-11:00 am
Virtual, Google Hangouts

8. Adjourn 9:48am