

Pima Community College
Staff Council Regular Meeting Minutes

Date: July 11, 2025

Time: 8:30 AM – 9:00 AM MST

Location: Virtual (Zoom)

Outline of Key Topics

1. Call to Order and Roll Call

○ Representative Attendees

Allen, Jackie leigh

Apodaca, Chris

Arellano, Lizette L

Brown, Jason

Camp, Jonas R

Casey, Echo Rae

Castillo, Magdalena

Chaves, Seana

Davidson, Himelda A

Harp, Don E

Ho, Susan

Hutchinson, Ellie R (Proxy: Cody Watts)

Jayne, Sarah G

Joyce, Katie M

Keefe, Audrey Diane

Lane, Robert

McConnell, Natalie A

Mora, Miguel

Redman, Carolyn

Rodriguez, Chris M

Romero, Vanessa R
Smead, Stephanie A
Snowden, Kristy
Snyder, Anthony Charles
Strong, Eric Philip
Tupiken Ruelas, Francine Nicole (Proxy: Himelda Davison)
Volkenant, Janelle A
Wagner, Donovan V
Watts, Cody Bryan
Yubeta, Alma L

2. Approval and Process for Meeting Minutes

3. Business Reports

- IT Update (Windows 11, AI Tools, Device Check-ins)
- HR Update (Fiscal Year Roll, Salary Questions, Professional Development)
- Facilities Update (M-Building Renovation, Restroom Concerns, HVAC)
- Finance Update (Budget, Federal Updates, Communication Channels)

4. Committee and Task Group Reports

- Representation in AERC and Benefits Working Group
- Coordination of Meeting Times

5. Open Forum and Staff Council Business

- Elections & Officer Recruitment
- Subcommittee Participation Invitation

6. Adjournment

Meeting Minutes

1. Call to Order

Chair Cody Watts called the meeting to order at 8:30 AM and welcomed members to

the first meeting of Fiscal Year 2026. He expressed excitement about the increased representative participation this year.

2. Roll Call

Vanessa Romero conducted roll call. Numerous members and guests were present. Cody announced Vanessa as the new roll keeper, succeeding Celia.

3. Minutes and Meeting Documentation Process

Cody Watts explained the transition to a new process where minutes will be generated from the meeting transcript using AI. A Google Form will be sent to representatives to vote on the minutes (approve, reject, or abstain). Minutes and recordings will also be stored in a centralized Google Drive folder accessible to all staff.

4. Business Reports

- **Chancellor's Office:** No report provided.
- **Office of Campus Presidents:**
Aubrey Conover was present, no formal report but open to questions.
- **IT Report – Isaac Abbs**
 - Windows 11 upgrade continues; 65% completion. A mass push begins next week with a 7-day self-scheduling window.
 - AI Tools (Google Gemini, Notebook LM, Grammarly) are now available. Staff are encouraged to use licensed versions for data privacy protections.
 - AI Community of Practice is available for support.
 - Emphasis on ensuring college-issued devices are regularly connected to the internet to support software updates and inventory management.
 - Updates on key card access system rollout; West Campus is next.
 - LastPass (password manager) will be rolled out to all staff in Fall. Family access included in enterprise accounts.
- **HR Report – Tina Neil**
 - Acknowledged the IT, ESC, and finance teams for successful FY rollover.
 - Salary office hours held July 11 at 11 AM via Zoom.

- Applications are open for Staff Professional Development funds.
- **Facilities Report – Benito Sanchez**
 - M-Building renovation at Downtown Campus to support workforce programming is underway.
 - Downtown campus bike path (in partnership with City of Tucson) is complete.
 - Supporting IT's access card reader updates; contact Facilities Help Desk for issues.
 - Speeding in college vehicles and misuse concerns were noted; reminders given.
 - **Concerns Raised:**
 - *District Office, Building B AC failure:* Replacement part is on order.
 - *West Campus C Building bathrooms:* Reported as unclean and unsanitary with examples including pests, broken fixtures, and odors. Benny requested a forwarded email to investigate further.
 - *Aviation Technology HVAC issues:* Humidity and cooling inefficiencies noted. Jonas Camp confirmed ongoing resolution efforts.
- **Finance Report – Dr. David Bea**
 - Budget approved and implementation underway.
 - Fiscal year roll was successful.
 - Monitoring federal budget impacts (especially Adult Education).
 - SSS grant renewals received; other grants pending.
 - Dr. Bea encouraged staff to escalate facility issues via appropriate channels to ensure swift resolution.

5. Committee and Task Group Reports – Cody Watts

- Chair emphasized need for better engagement in committee reporting (e.g., All College Council, Benefits Working Group, AERC).
- Request for volunteers to serve as official Staff Council liaisons.
- Upcoming email will include nominations and interest forms.

- Noted meeting time conflicts (e.g., AERC overlaps); a survey will be distributed to assess interest in adjusting Staff Council meeting time.
 - *Jason Brown* expressed interest in AERC representation.
 - *Audrey Keefe* noted that AERC is already adjusting their schedule starting September.

6. Open Forum / Staff Council Business

- Council will aim to improve regular updates from employee groups.
- *Governing Board Report*: None
- *Treasury Report*: None.

7. Elections & Subcommittees

- All representative seats are filled except for one in the Finance area.
- Vice Chair nominations were requested; none received. A follow-up email will solicit interest.
- Emphasis on developing documentation for consistent and efficient operations.
- Opportunities available in the Bylaws and Elections Committees; sign-ups forthcoming.

8. Adjournment

Chair Cody Watts adjourned the meeting at approximately 9:22 AM.

Next meeting: **August 1, 2025, at 8:30 AM**