

## Staff Council Meeting Minutes

Date: Friday, December 15, 2025

Time: 8:15 am

Location: Google Meet

---

## Attendees

Alma Yubeta, Andrew Min, Aubrey Conover, Audrey Keefe, Benito Sanchez, Carolyn Redman, Christopher Rodriguez, Cody Watts, Danielle Johnson, David Bea, David Parker, Denise Reilly, Don Harp, Donovan Wagner, Edgar Soto, Ellie Hutchinson, Eric Strong, Evan Goldberg, Himelda Davidson, Ian Roark, Jade Peña, Janelle Volkenant, Janet Rico Uhrig, Jason Brown, Katie Joyce, Kelly O'Keefe, Keri Hill, Kristy Snowden, Lucy Simpson, Magdalena Castillo, Maricruz Ruiz, Melissa Stoddart, Michael Tulino, Michelle Tong, Miguel Mora, Natalie McConnell, Priscilla Phillips, read.ai meeting notes, Sarah Jayne, Seana Chaves, Susan Ho, Tina Neil

---

## Meeting Overview

- November meeting minutes were approved with no revisions.
  - Multiple administrative and operational updates were provided, including IT system upgrades, HR initiatives, facilities projects, and financial planning.
  - Temporary guidance regarding remote work outside the State of Arizona was presented to address legal and compliance requirements.
  - A comprehensive proposal to revise the Board Policy (BP) and Administrative Procedure (AP) review cycle from three to five years was introduced for feedback.
  - Several action items were identified related to follow-up reporting, system transitions, and employee compliance requirements.
- 

## Call to Order

The regular meeting of the Staff Council was called to order by the Chair at approximately 8:15 a.m. The Chair welcomed attendees and noted that attendance may be reduced due to concurrent police chief interviews.

---

## Roll Call

Roll call was conducted via the meeting chat due to the absence of the designated roll call officer. Members and proxies were asked to identify themselves in the chat.

---

## Approval of Previous Minutes

The November Staff Council meeting minutes were presented for approval. Twenty individuals reviewed the minutes, and all reviewers approved them. The November minutes were approved as submitted.

---

## Business Reports

### Information Technology (IT)

A report was delivered on behalf of IT leadership. Key updates included: - The PCC Alerts text messaging system will transition from OmniAlert to the Singlewire system in mid-December. Enrollment will be automatic, and users will receive notification messages from a new phone number. - A new Net Price Calculator has been launched on the college website to provide students with estimated total costs of attendance.

Concerns were raised regarding recurring notifications prompting supervisors to encourage employee enrollment in text alerts, particularly where supervisory relationships are unclear. IT committed to reviewing this issue and providing a future update. Facilities leadership agreed to share the related report source for further review.

---

### Human Resources

Human Resources provided several updates: - Staff performance evaluations are past due, with approximately 58.5% fully completed. Employees and supervisors were urged to complete outstanding evaluations within the next two weeks. - Performance evaluations will transition to a new system in the future, potentially aligned with a fiscal-year cycle. Historical evaluation records will be retained, and employees were encouraged to download personal copies for ease of access. - The employment application portal will be updated with a new look and improved user experience. The application process itself will remain unchanged. - The minimum wage will increase effective January, with hourly rates rising from \$15.15 to \$15.45. Adjustments for eligible temporary employees will be processed automatically.

---

### President of Campuses Update

Temporary guidance was presented regarding employees working outside the State of Arizona. Highlights included: - Employees working more than 30 consecutive days out of state, or any amount of time internationally, while performing job duties must comply with applicable tax, labor, and insurance laws. - A temporary acknowledgment process will be

implemented for Summer operations to allow time for development of a long-term solution. - Business travel is excluded from this guidance.

Questions were addressed regarding applicability under Family and Medical Leave Act (FMLA) scenarios. It was clarified that FMLA status does not alter tax or compliance obligations.

---

## Facilities

Facilities leadership reported on the following: - Evaluation of facilities management software systems is underway, including sandbox testing and potential staff participation. - Implementation of a new card reader and access control system has been completed. Work is ongoing to streamline access requests and improve the process for faculty and staff, particularly those working across multiple campuses.

Faculty concerns regarding classroom access consistency were acknowledged, and leadership noted that improvements are in development.

---

## Finance and Administration

Finance and Administration reported: - The Annual Financial Report is in final review stages and expected to be published within the coming weeks. - A Winter Budget Forum is scheduled for December 9 at 3:00 p.m. to provide a budget update and outlook. - The STEM grant is nearing closeout, with final planning underway.

---

## Employee Organization Reports

### AERC

Updates included: - Ongoing work to clarify adjunct faculty workload guidelines. - Exploration of a non-exempt employee survey and potential updates to non-retaliation procedures. - Consideration of improvements to the standard employee email signature template.

### ACES

No reportable updates were provided.

---

## New Business

### Board Policy (BP) and Administrative Procedure (AP) Review Process

A proposal was presented to revise the BP and AP review cycle from three years to five years. Key elements included: - Adoption of a five-year standard review cycle, consistent with national best practices. - Development of an annual policy review calendar organized by policy sponsor and thematic areas. - Reduction of policy review volume variability to avoid periods of excessive review burden. - Enhanced use of Standard Operating Procedures (SOPs) for detailed processes, with clear linkage from related APs. - Improved transparency and predictability for shared governance groups.

Feedback from Staff Council representatives was generally positive, with suggestions to: - Clearly identify newly created policies for a defined period. - Improve communication with shared governance bodies, including All College Council. - Ensure appropriate oversight when determining whether changes qualify as minor or substantive.

The proposal will proceed through a 21-day comment period.

---

### Additional Administrative Updates

The Provost provided updates on: - Progress toward expanding eight-week course scheduling under Guided Pathways. - Positive preliminary feedback from the Higher Learning Commission regarding the proposed bachelor's degree in education. - Planning efforts related to a potential general obligation bond. - Expanded enrollment and workforce development activity in Santa Cruz County. - Participation in national workforce policy advisory efforts through the American Association of Community Colleges.

---

### Action Items

- IT to follow up on employee alert notification concerns and provide a future update.
  - Facilities and IT to continue development of streamlined access control processes.
  - Employees and supervisors to complete outstanding performance evaluations within two weeks.
  - HR to distribute further communication regarding system transitions and record retention.
  - Staff Council members to review and provide feedback during the BP/AP 21-day comment period.
- 

### Adjournment

The meeting was adjourned following completion of all agenda items.