

## **Staff Council Meeting Minutes**

Date: February 6, 2026

Time: 8:22 AM (MST)

Location: Google Meet

Attendees: Adelita Cortez, Alma Yubeta, Ana Townsend, Andrew Min, Anthony Snyder, Aubrey Conover, Audrey Keefe, Azailea Peterson, Benito Sanchez, Carolyn Redman, Celia Tapetillo, Chris Apodaca, Chris Parisoff, Christina Harbour, Christopher Rodriguez, Cody Watts, Danielle Johnson, David Bea, David Parker, Denise Kingman, Don Harp, Donovan Wagner, Echo Casey, Edgar Soto, Emily Marshall, Eric Strong, Erika Elias, Francine Tupiken Ruelas, Isaac Abbs, Jacqueline Cunningham, Janelle Volkenant, Janet Rico Uhrig, Jeff Thies, Jennie Peterson, Jonas Camp, Katie Joyce, Kelly O'Keefe, Keri Hill, Kristy Snowden, Lizette Arellano, Lucy Simpson, Magdalena Castillo, Maricruz Ruiz, Melissa Stoddart, Michael Tulino, Michelle Burt, Michelle Tong, Miguel Mora, Natalie McConnell, Nick Riley, read.ai meeting notes, Seana Chaves, Tina Neil

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### **Meeting Overview**

- December and January meeting minutes were approved with minor abstentions.
  - Major institutional updates included new system implementations (Element 451, Canvas Credentials, HelioCampus, Ethico, Campus Optics).
  - Budget planning discussions highlighted a projected \$10M cost increase, with proposed tuition and property tax adjustments.
  - New federal ADA digital accessibility requirements were introduced, requiring compliance by April 2026.
  - Multiple administrative procedures (APs) were presented for review, including academic calendar governance and accessibility compliance.
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### **Call to Order**

The meeting was called to order by the Chair at approximately 8:22 AM. Attendees were instructed to record their presence via the chat for attendance tracking.

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### **Approval of Previous Minutes**

- **December Minutes:** Approved (21 approvals, 2 abstentions).
  - **January Minutes:** Approved (21 approvals, 3 abstentions).
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## **Business Reports**

### **Chancellor's Office**

No report provided.

### **President of Campuses**

No formal report; representative available for questions.

### **Provost's Office**

Provost was absent. Written updates were included in the agenda. Questions may be submitted to the Chair for follow-up.

### **Information Systems & College (ISC)**

Key updates included:

- Launch of new student application CRM (Element 451) on January 15.
- Implementation of Canvas Credentials for digital badging (pilot phase underway).
- Transition from Elumen to HelioCampus for assessment systems due to end-of-life status.
- Implementation of Ethico (enterprise risk management) and Campus Optics (environmental health and safety tracking).
- Changes to incident/injury reporting and workers' compensation management processes.

### **Human Resources**

- Transition to NeoED platform for recruitment and talent management.
- Legacy system access available through end of February for document downloads.
- Launch of "My Learning" widget for training via Percipio.
- Required biennial compliance training to be released:
  - Full-time employees: Spring semester (due March 6).
  - Part-time employees: Fall semester.
  - Separate modules for employees and supervisors.

### **Facilities**

- Exploration of new work order system (TeamDynamix).

- Interim leadership change in work control team.
- Completion of Downtown C Building renovation and training lab.
- Continued progress on deferred maintenance and campus relocations.

## **Finance & Administration**

- Annual audit progressing; federal single audit underway.
  - **Budget Planning:**
    - Projected \$10M increase in expenses (healthcare and salary adjustments).
    - Proposed solutions:
      - Tuition increase (~\$2.50 per credit hour).
      - Adjustments to differential tuition.
      - 2% property tax levy increase.
      - \$1M in operational efficiencies.
  - **General Obligation Bond:**
    - Proposed \$250M bond initiative under consideration.
    - Polling underway to assess voter support.
    - Board study session scheduled; formal action anticipated in March.
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## **Employee Organization Reports**

### **AERC**

- Discussion on policy review timing and workload concerns.
- Tuition waiver updates approved (removal of restriction for international students).
- Holidays and recesses draft approved.

### **Faculty Senate**

- Leadership transition announced.
  - Successful All Faculty Day event with positive feedback.
  - Launch of Faculty Senate D2L site to improve transparency and communication.
  - Efforts underway to strengthen collaboration across governance groups.
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## **Scheduled Presentations**

### **Career Services & Employer Engagement**

- Expansion of career support services, including pop-up events and workforce partnerships.
- Promotion of “My Career Link” job board.
- Upcoming hiring events, career fairs, and apprenticeship week.
- Development of culturally responsive career pathways resources.

### **Administrative Procedures (APs) – Academic Affairs**

- **Additional Locations AP:** Updated roles, expectations, and organizational structure.
- **Academic Calendar AP:** New procedure formalizing calendar development and committee processes.

### **Administrative Procedures & Policy Updates**

- Transition to a five-year review cycle for APs/BPs.
  - Movement of detailed procedures from APs to SOPs for flexibility.
  - Multiple APs currently open for 21-day comment.
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## **Discussion Items**

### **Digital Accessibility Compliance (AP 2.01.02)**

- New federal ADA requirements mandate accessible digital content by April 24, 2026.
  - Applies to all online materials (websites, documents, LMS content, etc.).
  - Responsibility shifts to content creators and departments.
  - Tools and training (e.g., accessibility checkers, Grackle, Ally) will support compliance.
  - Implementation timeline:
    - April 1: New content must meet standards.
    - April 15: Legacy content archived appropriately.
    - April 24: Full compliance deadline.
  - Training and resources to be provided college-wide.
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## **Staff Council Business**

### **Governing Board Report**

- Highlights included:
  - Workforce Leadership Academy initiative.
  - Growth of Foundation assets (from ~\$7.8M to \$20M).

- Updates on federal grant funding and advocacy efforts.
  - Continued student involvement in legislative advocacy initiatives.
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### **Action Items**

- Members to review all APs/BPs currently open for comment.
  - Staff encouraged to complete required training by March 6.
  - Departments to begin preparing for digital accessibility compliance.
  - Members were encouraged to review budget and bond study session materials.
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### **Adjournment**

The meeting adjourned following completion of reports and discussions.