

## **Staff Council Meeting Minutes**

Date: 2026/05/01

Time: 08:23 MST

Location: Google Meet

Attendees: Alma Yubeta, Ana Townsend, Andrew Min, ASL Interpreter Leann Smith, Aubrey Conover, Audrey Keefe, Benito Sanchez, Carolyn Redman, Celia Tapetillo, Chris Apodaca, Christina Harbour, Cody Watts, David Parker, Don Harp, Donovan Wagner, Echo Casey, Elizabeth Johnson, Ellie Hutchinson, Emily Marshall, Himelda Davidson, Jade Peña, Janelle Volkenant, Janet Rico Uhrig, Jeff Thies, Jonas Camp, Juanita Bonillas, Katie Joyce, Kelly O'Keefe, Keri Hill, Kristy Snowden, Lizette Arellano, Lucy Simpson, Magdalena Castillo, Makyla Hays, Maricruz Ruiz, Melissa Stoddart, Michael Tulino, Miguel Mora, Natalie McConnell, Nic Richmond, Nick Riley, Priscilla Phillips, Susan Ho, Tina Neil

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## **Meeting Overview**

- Staff Council received updates from Human Resources, Facilities, Strategic Planning, and Academic Calendar Committee representatives regarding upcoming institutional initiatives and operational changes.
  - The Academic Calendar Committee presented draft 2028–2029 calendar scenarios, including possible implementation of a fall break, and requested broad employee feedback through a survey.
  - Strategic Planning leadership shared draft institutional priorities for 2026–2030 and reported strong support from employee and student survey responses.
  - College leadership discussed ongoing emergency preparedness planning, including consideration of off-campus and remote instructional sites.
  - Staff Council announced upcoming elections, area representation adjustments, and planning updates for the June 11 Staff Professional Development Day.
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## **Call to Order**

The meeting was called to order by Cody Watts. Representatives and guests were asked to identify themselves in the chat for roll call purposes. It was noted that Vanessa and Chris were unable to attend the meeting.

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# Approval of Previous Minutes

The April meeting minutes were approved with 19 votes in favor.

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## Business Reports

### Chancellor's Office

No representative from the Chancellor's Office was present.

### Office of the Provost

Updates from the Provost's Office were provided in writing due to scheduling conflicts. Questions were directed to Cody Watts for routing to the appropriate individuals.

### Office of the President

Dr. Aubrey Conover thanked staff members who volunteered for the upcoming Open House event and encouraged employees to invite community members, friends, and family to campus activities highlighting academic programs, learning centers, libraries, and student services.

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## Human Resources Report

Tina Neil provided several Human Resources updates, including:

- The staff performance review cycle would transition to a fiscal-year schedule beginning in July.
- Staff members would not need to complete any actions within the system until September while system testing continued.
- Professional development policy training sessions had received positive feedback and additional trainings would be offered in the future.
- A Staff Professional Development Day was scheduled for June 11.
- Human Resources continued to work on compensation planning pending approval of the college budget and proposed salary increases.

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# Facilities Report

Benito Sanchez reported that the transition to the new access control system had eliminated the previous 30-day badge deactivation rule. Employee access cards would remain active without requiring periodic use. Facilities staff noted that future badge issues would likely involve hardware rather than account deactivation.

Staff members were encouraged to review the Facilities Department newsletter highlighting recent projects and improvements.

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# Employee Organization Reports

## ARC Report

Natalie McConnell stated that notes from the previous two ARC meetings had been posted and invited staff members to contact her with questions.

## Faculty Senate

Cody Watts acknowledged prior errors in displaying Faculty Senate representative titles and stated corrections had been made.

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# Scheduled Presentations

## Academic Calendar Committee Presentation

Dr. Jeff Thies presented draft academic calendar scenarios for the 2028–2029 academic year. The presentation focused on possible implementation of a fall break and the operational impacts associated with various start-date options.

Discussion topics included:

- Balancing instructional days across parts of term
- Financial aid compliance requirements
- Effects of holiday scheduling
- Potential impacts on summer scheduling
- Considerations related to faculty contracts
- Alignment with University of Arizona scheduling

Dr. Thies explained that four primary calendar models were under review:

1. Monday start without fall break
2. Thursday start without fall break
3. Monday start with fall break
4. Thursday start with fall break

Staff members were encouraged to complete and share a feedback survey regarding the proposed options.

Questions were raised regarding:

- Sharing the survey broadly with employees
- Flexibility in aligning 8-week and 16-week course dates
- Accommodating instructional day imbalances

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## **Strategic Planning Presentation**

Nic Richmond and Makyla Hays presented draft institutional priorities for the 2026–2030 Strategic Plan.

The presenters summarized the extensive stakeholder engagement process, which included:

- Futures conferences
- Data sessions
- Planning events
- Employee and student surveys
- Strategic Planning Team review
- Governing Board study sessions

Draft priorities included:

1. Guided pathways and timely student completion
2. Integrated student support services
3. Expanded career-connected learning opportunities
4. Improved access to essential resources

Additional institutional principles related to sustainability, technology, safety, responsiveness, and student success were also reviewed.

Survey results demonstrated strong employee support for all four priorities, with more than 82% favorable responses for each category.

Don Harp and Cody Watts commended the Strategic Planning Team for conducting an inclusive and collaborative planning process.

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## **College Business**

### **Digital Accessibility Update**

David Parker provided an update regarding federal digital accessibility compliance requirements.

Key updates included:

- The federal compliance deadline had been extended to April 26, 2027.
- The college would revise associated Administrative Procedures and Standard Operating Procedures.
- A target date of December 31, 2026, was established for remediation of known accessibility issues.
- Efforts would continue to ensure all newly created digital content met accessibility standards.

Mr. Parker emphasized that accessibility requirements applied to publicly available digital content, including websites, documents, and instructional materials.

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## **Staff Council Business**

### **Governing Board Report**

Don Harp summarized recent Governing Board discussions and actions, including:

- Swearing in of the new Chief of Police, Tamatha Viard
- Approval of revised college mission and values statements

- Discussions regarding the PCC partnership with Santa Cruz County
- Legislative concerns related to Adult Basic Education funding, TRIO grants, and CCAMPIS funding
- Recognition of workforce development initiatives and the Downtown Campus FIT Lab ribbon cutting
- Recognition of the Puma Aztecs women's basketball championship
- Discussion regarding the proposed inactivation of the archaeology program

Board member Teresa Real questioned aspects of the program inactivation process and requested additional review and data analysis.

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## **All College Council Report**

Cody Watts reported that All College Council reviewed updates regarding:

- The eight-week initiative
- Institutional approaches to artificial intelligence and competency discussions

It was noted that employee acceptance and comfort with AI technologies had increased since earlier surveys were conducted.

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## **Benefits Working Group Report**

Janelle Volkenant reported:

- Open enrollment implementation had generally proceeded smoothly despite system transitions.
  - A new Employee Assistance Program provider, CuraLinc, would begin service in July.
  - Research regarding future medical plan options was ongoing due to changes in cooperative agreements.
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## **College Leadership Council Report**

Cody Watts reported that College Leadership Council had begun reviewing institutional emergency preparedness processes.

Discussion topics included:

- Emergency preparedness planning for remote and off-campus locations
- Identification of essential employee roles
- Development of centralized emergency procedures

Maricruz Ruiz and Melissa Stoddart emphasized the importance of including remote instructional locations and prison education sites in emergency planning efforts.

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## **Bylaws and Election Committee**

Cody Watts announced:

- Staff Council nominations had closed.
  - Elections would open the following week and remain active for two weeks.
  - Organizational area adjustments would move certain reporting units from Area 9 to Area 8.
  - Additional future review of representation areas might occur to improve balance across employee groups.
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## **Staff Professional Development Day**

Cody Watts provided an update regarding the June 11 Staff Professional Development Day.

Key information included:

- Three one-hour sessions would be offered in both morning and afternoon formats.
  - Early registration access would be provided to Staff Council representatives.
  - Sessions would include topics from multiple departments across the college.
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## **Open Forum**

### **Faculty Senate Announcement**

Kelly O'Keefe invited attendees to participate in the Faculty Senate meeting and Academic Affairs watch party scheduled later that day at the Downtown Campus Amethyst Room.

## **Eight-Week Initiative Discussion**

Don Harp asked about faculty perspectives regarding the eight-week initiative.

Kelly O'Keefe stated that faculty opinions varied, but major themes included:

- Interest in implementation timelines
- Desire for ongoing support and communication
- Importance of continuous employee feedback during implementation

She emphasized the importance of including both faculty and staff voices throughout the process.

## **Chief of Police Presentation**

Nic Richmond shared that Chief Tamatha Viard was unable to attend due to a scheduling misunderstanding and would be rescheduled for a future Staff Council meeting.

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## **Adjournment**

Cody Watts announced that the next Staff Council meeting would take place on June 5 at 8:30 a.m.

The meeting adjourned at approximately 9:48 a.m.