

Staff Council Meeting Minutes
6-22-22 MTC 107 3:00 p.m.

Present: Robin Judkins, Angela Boyer, Jeff Hoyer, Kristy Howell, Kim Steinmetz, Jill Sigler, Latonya Hood, Karen Koller, Caitlin Murphy, Alison Weber, Kaitlin Krumsick, Ed Lovitt, Leslie Quinn, Mary Anne Matos, Betsy Timm, Jason Arnett, Jimmy Keaton

Absent: Carol Gard, Sean Bergman

- Staff Council election results
 - Ed Lovitt, Sean Bergman, Austin Maxwell, Dan Robles, Betsy Timm, Kim Steinmetz, Karen Koller were all appointed to start serving in July
- New topic requests
 - See below
- Ongoing topic requests – vote to close some of these?
 - See below
- Committee and Workgroup updates
 - HR subcommittee update – should HR subcommittee minutes be uploaded to InfoHub?
 - Met last week and discussed communication
 - HR shared all the ways employees can communicate with their department
 - Flexible Work Arrangements Workgroup
 - Met last week and finalized a proposal to present to cabinet for final approval
 - Any request denials will automatically go to Shane Hartman for review
 - Requests will only need to be made once a year going forward, if the proposal is approved
 - Benefits/Retiree Committee
 - Met last week and plan to meet weekly, including over the summer
 - Will bring more updates to the next meeting
 - All Staff Meeting Workgroup
 - Framework from HR regarding future topics
 - Plan to meet for discussion again soon
 - Space Committee
 - Have not met since the last meeting
 - Inclusion and Engagement Committee
 - Have not met yet
- Reflections on this year and planning for next year (one up/one down)
- Transition of leadership

New Topic Requests:

- ID #61 Multiple concerns including a general lack of trust in senior leadership, a feeling that we are pushing experienced people out the door and devaluing the staff who are staying.
 - Discussion about referring this topic to College Council or even straight to Dr. Bowne

- Ed Lovitt moved to table this topic until our next meeting. The motion was seconded by Kristy Howell and passed unanimously.
- ID #63 Request to consolidate ALL the employee discounts, free access to publications, available memberships, etc. into one place. Request for a single point of contact in HR.
 - Angela Boyer moved to refer this to the HR sub-committee. The motion was seconded by Robin Judkins and passed unanimously.
- ID #64 Concerned that an hourly position has basically the same pay range as an exempt position. Why would a person choose the exempt position?
 - Angela Boyer moved to refer this to the HR sub-committee. The motion was seconded by Kristy Howell and passed unanimously.

Ongoing Topic Requests:

- ID #60 Concern about the responsiveness of HR department.
 - Ed Lovitt moved to accept the response from HR to post in the minutes and close this topic. The motion was seconded by Jason Arnett and passed by a vote of 17-1.
- ID #11 item has a status of “following” and lists a follow-up date of 9/1/22. Request for evaluation of the flex schedule policy.
 - Carried over to the next meeting
- ID #14 item has a status of “following”. Request for a program in which staff break out of their silos and make connections across campus on a semi-regular basis
 - Carried over to the next meeting
- ID #25 item has a status of “following” and lists a follow-up date of 9/1/22. Request for job level info to be more transparent.
 - Carried over to the next meeting
- ID #28 item has a status of “following”. Request to create Employee Health Incentive program.
 - Carried over to the next meeting

Addendum:

HR/Staff Council Discussion

June 15th, 2022

(ID #60) Staff concern about the responsiveness of HR, specifically to emails.

Discussion:

- *For HR-related questions, is it best to email a specific person or a general email inbox?*
- *What should staff do who are not getting timely responses back to emails?*
- *Is there a better way to contact staff in HR, outside of email?*

Response (ID #60):

HR's goal is to address issues within 24 hours during normal business hours and they have implemented a new automatic reply. Outside of emails, HR staff is available via Teams or phone calls. Walking in is

available as well. If an individual sends their email to the “wrong” person, HR will route it where it needs to go – someone is always there. If someone is unaware what staff member something needs to go to, HR has several general email inboxes, listed below:

HR@Jccc.edu – general HR questions when you have no idea who to talk to. Interview notes, etc.

Jcccjobs@jccc.edu – employment services, issues about a position or posting, outside people needing employment verification

HRcompensation@jccc.edu – anything that has to do with compensation. Pay RATE questions rather than payCHECK issues.

Evals@jccc.edu – performance evaluation questions, turning evaluations in

Staffdev.dept@jccc.edu – staff development related issues or questions

Jcccbenefitsdepartment@jccc.edu – ALL benefits questions