

Staff Council Meeting Minutes

Tuesday, September 13, 2022

Present: Jason Arnett, Carol Gard, Latonya Hood, Kristy Howell, Jeff Hoyer, Robin Judkins, Karen Koller, Kaitlin Krumsick, Ed Lovitt, Mary Anne Matos, Austin Maxwell, Caitlin Murphy, Leslie Quinn, Dan Robles, Jill Sigler, Kim Steinmetz, Betsy Timm

Absent: Sean Bergman, Angela Boyer

Approve Prior Meeting Minutes (5 minutes)

- August 23, 2022, Meeting
 - Approved with change, Ed Lovitt absent, was originally shown as both present and absent.

HR Sub-Committee (5 minutes)

- Rachel Haynes will be replacing Colleen Chandler in the HR Sub-Committee
 - Rachel reports to Colleen, will run items past her as needed

Staff Council Member Resigns Position (5 minutes)

- Caitlin Murphy will be resigning from her service as a Staff Council member to accept a new role in the President's Office. The President has selected AnnLouise Fitzgerald to complete Caitlin's Staff Council term. We will discuss when the change from Caitlin to AnnLouise will happen.
 - AnnLouise Fitzgerald will begin attending meetings October 11, 2022
- Staff Council needs to elect an HR sub-committee replacement for Caitlin. Some overlap is desirable.
 - HR committee meets 1st & 3rd Tuesday, 2:30-4pm (opposite weeks as Staff Council meetings)
 - Nominee / elected replacement: Karen Koller

Request for Staff Council representatives on a Vendor Selection task force (15 minutes)

- HR is requesting two representatives from Staff Council to serve on the RFP Evaluation Committee for the Job Families/Career Laddering project. Specifically, the RFP Evaluation Committee will review and evaluate vendor proposals to assist Human Resources in the development of a job families/career laddering structure as well as analysis and placement of positions within that structure.
 - Official Name: Job Architecture Project
 - Timeline is through the end of October, committee may meet weekly
 - Nominees / elected committee: Leslie Quinn, Jason Arnett

Upcoming Staff Council Town Hall (5 minutes)

- We need to set a date
 - Date: Tuesday, October 25, 2022
 - 2:30-3:30 pm
 - Forthcoming InfoHub post

- Sub-group to set the agenda for the Town Hall
 - Feedback from previous Town Halls, would like to hear more about the different types of topics that have been submitted during the first year
 - Would like more information about the process.
 - Nominees / elected committee: Jeff Hoyer, Kim Steinmetz, Mary Anne Matos
 - Jeff Hoyer will set-up a meeting invitation for the group to meet

Previous Topics (10 minutes)

- **Item #71 - Desire for an explanation of why the JCCC mill levy was decreased. Also, an explanation of how the 2.5% staff pay increase was determined.**
 - This portion of the question referred to Rachel Lierz, Associate Vice President Financial Services / CFO for a written Response
~Also an explanation of how the 2.5% staff pay increase was determined.
 - This portion of the question referred to Colleen Chandler, Director of Human Resources for a written response
 - Kaitlin Krumsick to follow-up with Colleen Chandler on timing for a response
 - 09/13/22 – Responses submitted from Financial Services and HR
- **Financial Services Response to: *Desire for an explanation of why the JCCC mill levy was decreased*** - Since nearly 70% of JCCC's General Fund revenue comes from property taxes, setting the mill levy rate is one of the most important tasks of the annual budget process and is critical in demonstrating the college's stewardship of its financial resources to the taxpayers in Johnson County.

A proposed mill rate is recommended by the administration to the Board of Trustees and is based on various factors. We consider the change in property values in Johnson County (in recent years, the strong economy has caused values to grow significantly annually, generating more tax dollars to JCCC and other taxing jurisdictions like K-12 school districts, cities, the county, etc.). We also take into account the College's other revenue streams, including estimated revenue from tuition, as well as funding received from the state of Kansas. From there, we look at budgeted expenses, and determine how much additional revenue may be needed to cover any incremental costs – things like salary increases, benefit costs, inflationary increases on goods/services, construction projects, etc. We also consider the college's reserve levels as a potential funding source for certain one-time priorities, such as the current renovation of the Science Labs.

Last year in 21-22, our mill rate was 9.1 mills. That generated about \$111 million dollars in tax revenue for the General Fund. With property values estimated to grow by nearly 10%, based on the 9.1 mill rate that would have generated about \$10 million in additional tax revenue for the College in 22-23. That was more money than we needed to fund the budget that had been developed based on the factors listed above, plus our healthy reserves. So, the administration

recommended a 0.4 mill reduction, down to 8.7 mills. At the May Board meeting, the Trustees voted to amend the administration's recommendation and reduce the rate by another 0.1 mill, so the total reduction ended up being 0.5 mills, meaning the new rate is 8.6. This will be the 4th year in the past 5 years that the College has reduced its mill levy rate – which we have been able to do because of the continued growth in property values, healthy reserves, and overall financial strength of the institution.

There is a great deal of budget information on the website

<https://www.jccc.edu/about/leadership-governance/reports/> and anyone who is REALLY interested can access recordings or transcripts of the Board meetings in April and May 2022 to learn more about this process.

- **HR Response to: *Also, an explanation of how the 2.5% staff pay increase was determined*** – Each spring, the administration submits a recommendation for salary increases for non-bargaining unit employees to the Board for consideration. That recommendation typically is consistent with the overall salary increase negotiated for bargaining-unit employees for that year. This year, the administration recommended a 2.5% increase for non-bargaining unit employees as that is the overall percent increase negotiated for faculty for this current fiscal year.

Ongoing Topics (5 minutes)

- **Item #70 - Desire for safer way for pedestrians to navigate parking lot north of SC/COM/GEB.**
 - 08/09/22 – Group moved to move this to Campus Services/Facilities Planning and the JCCC Police department to ask for a Traffic study with the City of Overland Park.
 - Kristy Howell and Dan Robles to lead this effort
 - 08/23/22 – No reported updates
 - 9/13/22 – Tom Hall, Chief Russell, Officer Kathy Rhoades, and Officer Dan Robles will go out and look at the space and come up with a solution

Committee Updates (30 minutes)

- **All Staff Meeting – Any final feedback? Do we have the link and extra questions posted?**
 - Waiting for the responses to the questions that were not addressed during the Q&A session, these will be answered in writing then posted with a link to the All Staff Meeting video link.
 - Link has been posted on the Staff Council InfoHub page
 - September 27, 2022 meeting, will begin the discussion on if/how this event could look for the spring and determine / vote on committee members
- **HR subcommittee**
Items #63 & 64 below are outstanding topics that were awaiting written resolution
- **#63 Request regarding consolidation of memberships, employee discounts, and publications.**
Staff Council Q: We received a written response detailing that information is in Infohub and HR cannot maintain all the information for the college. Please confirm there is nothing else to add.

HR Response: HR has a centralized location for discounts and other “perks” available to JCCC employees. It can be found on Infohub. Professional development resources such as memberships to NISOD, the League, etc. can be found on the Staff Development InfoHub page.

HR Response: As different areas across campus manage subscriptions, HR would be hesitant to try to recreate and maintain resources “owned” by other areas such as the library, the Foundation (regarding college advancement partnerships and activities, for example), or CE (related to workforce development partnerships and activities, for example).

- **#64 Please explain the difference between hourly and exempt employees at the same pay range. Explain the benefits of being exempt when a non-exempt employee could benefit from overtime.**

HR Response: A pay range can encompass both exempt and nonexempt employees. For example, we have both exempt and nonexempt employees starting in pay level 53.53. We have hourly jobs up to level 58.58. There is no mathematical reason to have two separate pay tables and one pay table is more efficient. A Non-exempt employee has to track time and turn in a timesheet and the Exempt employee does not need to track their time or turn in a timesheet. The US Dept of Labor determines positions that are qualified to be Non-exempt based on job duties, and wages earned.

Staff Council Q: For example – recent job postings for the executive asst. positions (CE, President’s Office, and SS&E) had different education levels required, different distinctions of titles, and were posted at the same time. How are postings evaluated globally in terms of recruitment?

HR Response: The job description is a very important document because it should be the basis for everything that happens in Human Resources. That includes postings, advertising, training, employee relations, compensation, etc. A job description is compared to a like job description in the market that has basically the same essential functions of the job. We use salary surveys from Mercer, Culpepper and CUPA to compare our jobs too. It is not about the position title at all. One can have the same essential functions of the job and have 20 different titles in different companies. Of course, we encourage the use of titles that are common in the market and reflect the level of the duties performed but it doesn’t always happen that way. Hiring Managers put the Education and Experience requirements on the posting. HR may suggest changes to the requirements to ensure a strong candidate pool but sometimes the Hiring Manager really wants that degree on it or a specific amount of experience. The Job Architecture/Job Family Project will streamline our job descriptions and requirements.

Staff Council Q: Does educational experience have more weight in terms of pay consideration for employees vs. years of experience? How should this affect the way jobs are written and posted?

HR Response: In most cases, additional degrees do not pose a reason for additional pay. The job description is matched to the market job description and if it requires a master's degree, the additional pay will be reflected in the job responsibilities, hence paying more for degree because it is built into the job. As the job responsibilities grow, the education requirement may grow, and the years of experience required may grow as well. The education and experience requirement must match the essential functions of the job

- **Item #66 - Desire for part-time student workers to get some tuition assistance.**
 - 08/09/22 – Group moved to send this topic to the HR Subcommittee for further clarification, guidelines, and language in the way benefits for employees are posted on the colleges website based on job classifications and Marketing language.
 - 08/23/22 – No reported updates
 - 9/13/22 – Discussed, conversation between Staff Council and HR below, HR comments are in red

HR Response: The matrix has since been fixed and posted to Infohub. When the positions were converted to Student Part Time Temp positions. That means only students will be eligible from that point on and the student can only hold the position for up to 3 years. HR worked-with KPERS for permission when these positions were moved from part time regular to Student Temporary so they could continue to work over the PTT hours limit and not pay into KPERS. The current positions that were identified and changed to a Student Part Time Temp status are student support techs, student ambassadors, sustainability interns, campus ledger positions, honors ambassadors, student life ambassadors, admissions ambassadors.

HR Response: A department cannot have two different types of Employee Classes (PT/ST) within the same position number, either ALL or none need to be student temp. PTT are salary calculated (unlike student part time temp), so PTT does have an opportunity to make more than the student rate of \$15.

HR Response: Branch VP would need to approve if someone wanted to have the position be converted to STT. Not impossible but needs to meet all criteria (listed above).

Staff Council Q: Follow up question: If tuition assistance isn't possible, could students be given JOCO rates as a benefit?

HR Response: This is something that can be looked into at a later time. There is no timeline for when yet. HR is looking to re-establish the Benefits Committee and that would be something that the committee could be charged to look at. Any recommendations from the committee would then have to be board approved.

- **Item #67 - Desire for staff to receive the same pay increase as faculty when they complete college degrees.**
 - 08/09/22 – Group moved to move this topic to the HR Sub Committee to discuss why there is not a parallel between staff and faculty; why faculty now gets a tuition reimbursement and a pay bump when they complete college degrees and staff do not.

- 08/23/22 – No reported updates
- 9/13/22 – Discussed, conversation between Staff Council and HR below, HR comments are in red

Staff Council Q: When employees earn credentials in a position how will that impact pay? Is it a parallel process to faculty?

HR Response: No, faculty has their own salary tables

Staff Council Q: Staff and faculty both tuition assistance for advanced degrees?

HR Response: Yes

Staff Council Q: If so, why are faculty compensated once degrees are complete?

HR Response: Due to Faculty being professors and in a career that requires continuous learning, it is common practice for a salary increase based on the degree level.

Staff Council Q: When degree level and content are relevant to the position will this impact staff compensation?

HR Response: When the position is leveled, the essential duties of the job are used as well as the degree requirements. The level impacts the compensation.

- **Item #68 - Desire for changes in the way HR shares large important communications, like the compensation plan.**
 - 08/09/22 – Group moved to move this topic to the HR Sub Committee directly as written, as an example of the types of topics and verbiage utilized, that are being submitted by staff.
 - 08/23/22 – No reported updates
 - 9/13/22 – No reported updates
- **Inclusion and Engagement Committee**
 - 09/13/22 – No update or meeting
- **Sabbatical Committee**
 - 09/13/22 – No update or meeting
- **Space Committee**
 - 09/13/22 – No update or meeting
- **Benefits/Retirement Committee**
 - 09/13/22 – No update or meeting
- **Other updates**
 - 09/13/22 – No other updates or meetings brought forward