

Staff Council Meeting Minutes DRAFT

Date	Tuesday, November 28, 2023	2 PM	Location	MTC 124
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Attendance

Present:

Jason Arnett, Angela Boyer, Jerry Droge, James Drone, AnnLouise Fitzgerald, Alicia Groenhagen, Mary Hanover, Sherri Hanysz, Ehren Hertel, Jeff Hoyer, Kaitlin Krumsick, Ed Lovitt, Austin Maxwell, Christina Seitzinger, Jill Sigler, Kim Steinmetz, Betsy Timm, Anne Turney

Absent:

Sean Bergman, Karen Koller, Dan Robles

Approval of Past Minutes

- The minutes of the October 24, 2023 meeting were approved as corrected and will be published.
- There were no other meetings between October 24 and today.

Previous Topics/Old Business

- Item 108 – Tuition Reimbursement Increase
 - 10/24/23 Referred to HR Subcommittee
 - 11/28/2023 HR Subcommittee reported it met with HR representatives. Based on the response, Staff Council set the status to “Following” to review at a future date.

Official HR response:

#108. HR will need to conduct internal and external research looking at peer institute data and data from CUPA (HR organization specific to higher education) to determine how our current benefit aligns with other institutions. A change to that benefit would have to be discussed among other college leaders as it would impact the college budget. A new Director of Compensation and Benefits (once hired) will need to review the data to determine next steps.

- Item 110 – Vacation Full-time Hourly vs. Full-time Salary
 - 10/24/23 Referred to HR Subcommittee
 - 11/28/2023 HR Subcommittee reported it met with HR representatives. Based on the response, Staff Council closed the topic.

Official HR response:

#110. Salaried employees accrue 12 hours vacation and 8 hours sick. FT hourly employees accrue 8 hours of vacation and 8 hours sick. FT Hourly are eligible for overtime and Comp Time that salaried employees are not eligible for. HR will be presenting at future Management Topics meeting an overview of Comp Time and ask supervisors to share that information with their hourly staff. HR will review the internal historical data on how these vacation hours were determined and research externally with peer institutions for common practices of vacation hours earned by salaried and hourly employees.

- Item 111 – Part-time Regular Holiday Pay
 - 10/24/23 Referred to HR Subcommittee
 - 11/28/23 HR Subcommittee reported it met with HR representatives. Based on the response, Staff Council closed the topic.

Official HR response:

#111. Historically PTR employees did not receive any holiday pay. This was a new benefit added in recent years that was board approved. A new Director of Compensation and Benefits (once hired) will need to look into this to see how it aligns with best practices and industry.

- Item 112 – Employee Engagement Pulse Survey Feedback
 - 10/24/23 Voted to share this requestor’s feedback to Rachel Haynes via the HR Subcommittee. Topic was closed because requestor’s desired outcome was that the information be shared to HR.
 - 11/28/23 Received official HR response:

#112. The pulse survey was developed in partnership with college leadership and Institutional Research. Pulse surveys are a short set of questions sent to employees on a more regular basis than the full employee engagement survey which is sent to employees every 2 years. Pulse surveys allow for a quick check in to see how employees are feeling in between the larger survey that takes place. Because of the large number of comments received through the full engagement survey and the focus groups, the first pulse survey did not include a comment field. Feedback requesting the comment field on the next pulse survey has been shared with IR.

New Topics/New Business

- All Staff Meeting and Campus Update Meeting
 - Austin Maxwell and Ed Lovitt will lead the subcommittee. Need one additional person.
 - Possible Topics: Compensation Study/Board, TeamDynamix, Shared Governance and Role of Staff Council (All Campus Update), Construction Update, Sports Teams Updates (All Campus Update), Dining Services Updates, Sustainability Update, others TBD
- Discussed how Staff Council could help break down silos and increase employee engagement. Will discuss in greater depth at the December 12 meeting.

*** Due to time constraints, the meeting was adjourned before the following were reached:

- Item 116 – Ask to consider retiree medical plans
- Item 117 – Overtime pay for holiday coverage
- Item 118 – Ask to return custodial staff to overnight cleaning

Committee Reports

- PLD Planning (including Updates Meeting and All Staff Meeting)
- New Employee Orientation (Austin Maxwell)
- Supervisor Training Task Force (Jason Arnett)
- HR Subcommittee (Karen, Kim, Mary)
- Staff Development Awards and Recognition (Austin Maxwell, AnnLouise Fitzgerald)
- Sabbatical Committee (Ed and Kaitlin)
- Inclusion and Engagement Committee (Betsy Timm and Austin Maxwell)
- College Council (Jason Arnett)