

Staff Council Meeting Minutes
4-13-2022 - MTC 224

Present: Jeff Hoyer, Angela Boyer, Jill Sigler, Kim Steinmetz, Jason Arnett, Latonya Hood, Allison Weber, Kristy Howell, Carol Gard, Kaitlin Krumsick, Karen Koller, Sean Bergman, Mary Anne Matos, Jimmy Keaton

Absent: Robin Judkins, Leslie Quinn, Betsy Timm, Ed Lovitt, Caitlin Murphy

- Do not have a quorum today, so will save any votes for a later date

HR Responses (in red) Staff Council Responses (in green)- Items below were discussed and updates will be sent out to all of Staff Council to close out the respective items or seek further clarification

1. Request for Continuing Ed instructors to be able to receive JCCC credit tuition assistance.
 - Can be looked at in the future and will have on agenda
2. Request for staff areas to have flexibility in determining their staff performance review timeline to accommodate high volume timeframes.
 - Already in the works for next year, can delay current evals until June (but will still receive late alert emails)
3. Request to create employee health incentive program.
 - Started some of this with the Spring into Fitness campaign. There are certain things from a legal standpoint with health insurance that we can't do. Would be open for a discussion to determine when/if it can fit into HR programming.
 - Sigler and Jimmy Keaton will be reaching out to Haley Molden to discuss possibilities
4. Request to consider employee's highest degree earned when considering compensation.
 - Will take into consideration when we review next Comp Plan reiteration
5. Request for an easy to find list of JCCC memberships and the perks that come with them.
 - <https://infohub.jccc.edu/toolbox-articles/human-resources-employee-perks/>
 - A list of suggested items to be included has been forwarded to HR, updates are still in progress. Information on NISOD and League for Innovation have been added to the HR Staff Development InfoHub page under the "membership benefits" section - <https://infohub.jccc.edu/toolbox-articles/hr-staff-dev/>
6. Request for an easy to find list of various leadership programs along with criteria for application.
 - Leadership development opportunities have been added to the HR Staff Development InfoHub page, in the "Leadership Development" header - <https://infohub.jccc.edu/toolbox-articles/hr-staff-dev/>
7. Concern about flexible work arrangements not being allowed by some leaders.
 - HR concern; refer to HR
8. Concern about Covid levels.
 - Referred to IRT and received the following response:
 - Any questions about remote work should be directed to an employee's supervisor

9. Concern about overtime policy changes.
 - Fair Labor Standards Act (FLSA) guides OT policy decisions; several decisions were recently implemented as part of the Comp Plan to insure we are within federal law.
10. Concern about staff being afraid to speak up.
 - We encourage all staff to share their concerns with supervisors, staff council and/or HR
11. Concern about why new employee information being removed from the Board packet.
 - Created new hire landing page in InfoHub
 - <https://infohub.jccc.edu/toolbox-articles/hr-new-hire-promotions/>
12. Request for an anonymous polling method to measure staff interest in creating a union
 - Soliciting feedback on forming a union is not the role of staff council.
13. Concern about lack of transparency by removal of new hire information from Board packet.
 - Created new hire landing page in InfoHub
14. Request to reinstate the Service Pin Ceremony.
 - We are looking to either do it in May or September and just have one ceremony this time rather than the 2 we have done in the past
15. Request for a work from home/remote work/flex work toolkit to be created.
 - Technology Resources for Remote Work" has been added to the "Questions?" gray box for both <https://infohub.jccc.edu/toolbox-articles/flexible-work-arrangements-manager-guidelines/> and <https://infohub.jccc.edu/toolbox-articles/flexible-work-arrangements-employee-guidelines/>
16. Concern about the abrupt cancellation of the communication stipend, also wants Verizon to be included in discount plans.
 - Verizon will not participate because we are not a vendor with them as an institution. They do have a teacher discount to which folks can call and ask for with their JCCC email.
17. Request to allow staff to "audit" a credit course using JCCC tuition assistance.
 - Can be looked at in the future and will have on agenda
18. Concern about public reports of increased substance abuse due to the pandemic. What could we do to help our students/staff?
 - Will increase EAP communication during Open Enrollment
19. Concern about overtime pay for working holidays (specifically Christmas and New Year's).
 - Implemented best practices under FLSA
 - Any employee with concerns of this nature should contact Payroll for assistance
 - After following up with the submitter, this issue has been resolved
20. Concern about the new HR policy requiring "on call" hourly staff to be paid for being "on call" - this has caused a desire to reclassify some people as exempt from overtime - salaried.
 - Exempt or non-exempt is driven by the FLSA and job duties. For this specific incident, no decision has been made as jobs have to be audited for FLSA classification.

New Topic Requests for 4-13-22

21. On 2/16/22 - from Mary Anne Matos on behalf of College Council regarding PLD changes
 1. Will take this back to college council to show our support and allow them to move forward with the request, with our full support
22. On 3/7/22 – from Liz Loomis concerned about staff who switch from PTR to Full-time. Accrued time towards vacation resets to zero.
 1. HR Liaison team to follow up with Liz Loomis and get additional information; same team will discuss with HR at the next scheduled meeting as well
 2. Also need to find out how employees can find out this information about their particular position

Topics in Progress:

1. New Staff Orientation – Closed but will all staff be able to see the PowerPoint (Kristy shared the PPT file in our general thread on 2/18/22)
 1. complete
 2. Staff Sabbaticals – Ed Lovitt and Kaitlin Krumsick. Strategic plan goal strategy and next steps for facilitating discussion with key stakeholders.
 1. In progress - waiting on Strategic Planning Employee Engagement to explore this and provide an update
 3. Building Connections and Employee Engagement - Update from strategic plan groups on how we may assist. Update from Kaitlin on draft list of staff tour opportunities across campus. (Kaitlin posted this document in the MS Teams General thread on 2/15/22)
 1. complete
- HR Liaison team formed (which includes Kim Steinmetz, Caitlin Murphy and Kaitlin Krumsick) to begin meeting with HR soon; will include updates from the group at each meeting as an agenda item
 - Kim Steinmetz to set up a series of meetings with HR
 - HR concerns should continue to be referred to HR

Town Hall Meeting scheduled for Wednesday, 4/27/22

- Will likely need to schedule an additional meeting for whoever is available to plan the Town Hall session
- Will include brief introductions by staff council representatives
- Include our purpose (from the bylaws)
- Upcoming elections
 - Need to check with Leslie Quinn on using Karen Koller's area for voting new representatives onto staff council
- Include stats and process