

Staff Council Meeting Minutes

Date | Tuesday, Dec. 13

Time | 2:30PM

Location | MTC 107

Attendance

Present:

Jason Arnett, Sean Bergman, Angela Boyer, AnnLouise Fitzgerald, Carol Gard, Latonya Hood, Kristy Howell, Jeff Hoyer, Karen Koller, Kaitlin Krumsick, Ed Lovitt, Austin Maxwell, Leslie Quinn, Dan Robles, Christina Seitzinger, Jill Sigler, Kim Steinmetz, Betsy Timm

Absent:

Robin Judkins

Approval of November 17 meeting minutes (5 minutes)

Minutes approved

Previous Topics/Old Business (45 minutes)

- Item #81 - Request to allow their pronouns to be on their JCCC name tags
 - 10/10/22 – Referred to HR subcommittee
 - 11/17/22 – Update - HR is waiting for an answer from Legal on this
 - 12/13/22 – Official HR response
- *Human Resources best practices support the disclosure of personal pronouns based on an individual's own comfort level. Accordingly, JCCC currently does not ask employees to identify their personal pronouns on official college-related identification, including employee identification cards, name badges, or business cards. Employees may choose, however, to add pronouns in their email signatures and Zoom.*
- *These are digital ways that employees can share their pronouns and update them as they would like to reflect their preferences. Links below provide instructions on how to add digital pronouns to your email signature and Zoom.*

[How to create an email signature in Outlook](#)

[Adding and sharing pronouns in Zoom](#)

- Item #83 - Request to allow VERB excess hours to go to the sick leave bank.
 - 10/10/22 – No discussion
 - 11/17/22 – No discussion
 - 12/13/22 – Referred to HR subcommittee

- Item #84 - Request to be allowed to work extra hours in the office of diversity for extra pay.
 - 10/10/22 – No discussion
 - 11/17/22 – No discussion
 - 12/13/22 – Staff Council recommends that the person who submitted this topic speak to the director of this area once they are hired. No Staff Council action will be taken on this topic.

- Item #85 - Concern about the master agreement salary increase for FY24. Has the non-bargaining unit ever departed from the master agreement amount? 0.5% seems way too small for next year if we want to recruit new employees. (Please see column “S” Question – for details and link to Master Agreement)
 - 10/10/22 – No discussion
 - 11/17/22 – No discussion
 - 12/13/22 – Referred to HR subcommittee

- Item #86 - Desire to live stream certain events on campus (ex: president's address, management topics) (See column “S” for the fact check comments)
 - 11/17/22 – No discussion
 - 12/13/22 – Referred to College Council as an additional communication concern, being cognizant of the potential need for college resources.

- Item #87 - Can Human Resources (perhaps along with the various VPs?) develop and implement a training program for supervisors, managers, and Directors so that they may more quickly understand their roles whether they are promoted from within or hired from outside the College?
 - 11/17/22 – No discussion
 - 12/13/22 – Referred to HR subcommittee

Due to time constraints, the following two items were not discussed

- Item #88 - Desire for consistency in eligibility for tuition reimbursement amongst instructors (CE is not eligible, adjuncts are) (See column “S” for comments)
 - 11/17/22 – No discussion
 - 12/13/22 – No discussion

- Item #89 - Recording staff council meetings or making them public
 - 11/17/22 – No discussion
 - 12/13/22 – No discussion

New Topics/New Business (5 minutes)

- Dave Krug Video Describing “Celebration Luncheon for Staff Council”
 - 12/13/22 – Invite Employee Engagement Strategic plan Goal Champions and Co-Chairs to our first meeting in January (01/10/23) to help break down silo’s and further discussions on this topic.
- College Council Representative Needed
 - Austin Maxwell chosen

Committee Reports (30 minutes)

- HR Subcommittee
 - Item #81 - Request to allow their pronouns to be on their JCCC name tags
 - 10/10/22 – Referred to HR subcommittee
 - 11/17/22 – Update - HR is waiting for an answer from Legal on this
 - 12/13/22 – See official response on page one.
- All Staff Meeting
 - 11/17/22 – Updates have had one meeting to discuss the spring event
 - Will be meeting again soon
 - 12/13/22 – Agenda and speakers set, will be meeting with Yardley staff soon
- Job architecture RFP
 - 11/17/22 – Updates – First round did not choose a vendor
 - Will be accepting another round of RFP’s
 - Timing is unknown at this time
 - 12/13/22 – Committee has reviewed 5 RFP’s. Work of the committee is complete and moves to the next steps for approval.
- College Council
 - 11/17/22 – Update – College Council spent the bulk of its most recent meeting unpacking the Staff Council communications concerns topic with a robust review of communications across all areas of the College. More discussion to come.
 - 11/30/22 – Jeff Hoyer had a meeting with Trustee Musil to further discuss item #61 which the Staff Council referred to College Council. The meeting was positive and involved topics of Shared Governance at JCCC and Employee Engagement.
 - 12/13/22 – Update from Jason Arnett
- *College Council met on Wednesday December 7th and after receiving updates from other shared governance bodies, resumed its discussion about communication issues raised from Staff Council that brought up feelings of unease and mistrust as well as fear of retribution. A subcommittee of the College Council is forming to consult with faculty and staff and the broad topics of barriers, feedback, communication tools, and training needs. Beside faculty and staff representation, student voices will be included in the work of the subcommittee.*

- *This is a huge project and will take some time to complete. We hope to have a scope of work and the committee itself established in January with monthly updates. Meanwhile the Council will continue to include the topic on its agenda.*
- *Our minutes can be found on the JCCC website on the Our Accreditation page and then clicking on “JCCC Committee Minutes”.*

- Space Committee
 - 11/17/22 – No update, have not met
 - 12/13/22 – No update

- Sabbatical Committee
 - 11/17/22 – No update
 - 12/13/22 – No update

- Inclusion and Engagement Committee
 - 11/17/22 – No update
 - 12/13/22 – No update

- Staff Development Awards and Recognition (Austin Maxwell, AnnLouise Fitzgerald)
 - 12/13/22 – Introductory meeting, reviewing time of service inconsistencies.

Addendum

- HR Subcommittee meeting minutes
 - Notes added to item #81, page 1