

# Staff Council Meeting Minutes

Date | Tuesday, Feb 28, 2023

Time | 2:30PM

Location | MTC 107

## Attendance

### **Present:**

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

### **Absent:**

Jerry Droge

### **Guests:**

Dr. Andy Bowne, JCCC President & CEO  
Colleen Chandler, JCCC Vice President, Human Resources

## Special Guests (30 minutes)

Dr. Bowne and Colleen Chandler were in attendance to address the changes Dr. Bowne announced via e-mail on 2/16/23 concerning the colleges compensation plan. They outlined the work that Culpepper and Associates will perform and answered questions from the group.

- Work that Culpepper will perform: Job families, career laddering, review of job descriptions for market analysis and comparison against the market.
- Market analysis of compensation for all fulltime and parttime, non-bargaining unit employees, with an acknowledgement that some of the positions are not unique to education.
- Internal equity work will be done by Culpepper, rather than JCCC Human Resources performing this work, as previously intended.
- Anticipate completion of all Culpepper work by 2023 calendar year end.
- Implementation recommendations will be made to the Board from the results of this work.
- After the results of this work, as the college moves forward, JCCC will get back to a three-year cycle of reviewing market rates and making necessary revisions.
- Look for campus wide communication from Dr. Bowne and Human Resources to outline scope of work, timeline, and next steps.

## Approval of February 14 meeting minutes (5 minutes)

Approved and ready to post

## Previous Topics/Old Business (10 minutes)

- 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
  - 01/24/23 – After robust discussion, Staff Council has decided to table this discussion until the next Staff Council meeting on 02/14/23. May enlist assistance from the Employee Engagement Strategic Plan team for ideas or assistance.
  - Jeff had a discussion with Rachel Haynes and offered that staff council would be happy to help her. Jeff mentioned Jason Arnett specifically as our author of this topic.
    - Perhaps we gather a list of gaps (in rank order??) to bring back to this discussion/task force. Should we have mentors?
  - 2/14/23 – Staff Council sending representation to work with Staff Development that would represent the different levels of staffing. Staff Council will assist in making recommendations of who, across campus, to work on this committee.
  - 2/28/23 – Update: The Staff Council Leadership team spoke and decided to recommend Jason Arnett as our representative and Kara Kynion as an additional member of the Supervisor Training Materials Task Force. First team meeting is 3/2/23.

## New Topics/New Business (10 minutes)

- Item #93 - Concern about the lack of progress on the internal equity compensation adjustments and conflicting communications about when this would happen. Frustrated that this should have been decided before we all moved to the new pay tables. This topic came in on 2/14/23.
  - 2/28/23 – Jeff Hoyer will follow-up with the individual who submitted this topic to see if they need additional clarification.
- Need to determine a date/time for a spring town hall meeting
  - April 25, during the normal Staff Council meeting time

## Committee Reports (30 minutes)

- HR Subcommittee
  - Item #90 - Concern about the compensation disparity between part-time and full-time counselors
    - 01/24/23 – After robust discussion, Staff Council has decided to table this discussion until the next Staff Council meeting on 02/14/23.
    - 02/14/23 - Referred to HR subcommittee
    - 02/28/23 – HR Response
- **Staff Council Q:** How are concerns like this address with HR?
- **HR Response:** Start with discussing with your supervisor.

- **Staff Council Q:** When employees have gone through the correct avenues and still don't have a response what can be done?
- **HR Response:** *HR did not make an official response to this question.*
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- **Staff Council Q:** How will disparities in pay be addressed?
- **HR Response:** Culpepper
  
- **Staff Council Q:** What is a standard response for timeliness of responses from HR?
- **HR Response:** Our goal is to respond within 24 hours to questions or requests, but some things may take longer since we may have to loop in other resources, but you should still receive a response indicating that is the case.
  - o Item #92 - Concern about how employee evaluation process is handled for part-time employees.
    - 2/14/23 – Referred to HR Subcommittee
    - 2/28/23 – HR Response

**Timelines for evaluations:**

Evaluations are done on a calendar year. When the system was originally implemented a shortened review was created and launched at the end of the calendar year.

For all non-probationary regular staff (FTR and PTR), reviews are done annually and include 3 main parts. The first is performance planning, this rolls out at the beginning of the calendar year and is where employees and supervisors develop goals and training/development plans. The next piece is the monitoring and coaching part. The system will send out reminders for employees and supervisors throughout the year to have check-ins on yearly goals. The last piece occurs at the end of calendar year, the system will ask employees to review their performance for the year. From there supervisors and one-up managers will have the opportunity to provide feedback. Once the calendar year review is complete, the process will start again with performance planning. In most cases, the review of the past year's performance and the goal planning for the new year will be happening simultaneously.

**Probation Periods/Switching Positions:**

All FTR and PTR new hires are on a one-year probationary period. If a current employee switches positions, they go back into a probationary period for one-year from the hire date. Probationary staff have end of year reviews launched approximately 2-3 months before the end of their probationary period. This shortened review will have them rate their performance over the last year and then move to the supervisors and one-up manager to review their performance. Once an employee is off probation, they will align with the calendar year reviews listed above.

- **Staff Council Q:** What is the best way to address conflicting responses from HR?
- **HR Response:** Employees should be reaching out to the HR personnel in charge of performance appraisals which is Shane Hardiman and Mollie Remington. They can share with them the conflicting information that they have received and work through the individual scenario to figure out the best solution. HR has monthly staff meetings, and we will bring this up at our next

meeting to remind others to forward questions to the Employee Relations team so that responses are the same.

- **Staff Council Q:** What should an employee do when an email sent to HR is not returned?
- **HR Response:** Human Resources have generic email addresses for each department. For example, individuals can reach out to [evals@jccc.edu](mailto:evals@jccc.edu) for questions. If employees are not getting responses to emails, they are welcome to come to HR (GEB 274) or call us directly.
  
- **Staff Council Q:** The system we're using to capture employee evaluations isn't set up appropriately and confuses employees. What is being done to fix the known errors?
- **HR Response:** HR is working with PageUp to address the known errors. We have tickets into their support team. If things are not set up appropriately for an individual employee, they should reach out to Shane Hardiman or Mollie Remington so that they can troubleshoot the issue they are experiencing with their performance reviews.
  
- College Council
  - 2/28/23 – Update: College Council met February 22<sup>nd</sup>. Dr. Bowne and Colleen Chandler, VP of Human Resources, addressed the internal equity audit that was paused the week prior. Updates included a mention of hallway materials being vandalized and a reminder to report such vandalism quickly. A recommendation from the communications subcommittee in favor of streaming or recording Talks with Dr. Bowne was discussed, including occasionally moving those talks to other JCCC facilities off-campus. Dr. Bowne agreed to consider the recommendation.
  
- Staff Development Awards and Recognition (Austin Maxwell, AnnLouise Fitzgerald)
  - 2/28/23 – Group has not met. Will reach out to Susan Hoffman to determine future status of this committee
  
- All Staff Meeting
  - 2/28/23 – Asking for a group of four (4) Staff Council members to be on the committee for the fall event
  
- Job architecture RFP
  - 2/28/23 – Committee work complete, will remove from the report
  
- Space Committee
  - 2/28/23 – No updates
  
- Sabbatical Committee
  - 2/28/23 – No updates
  
- Inclusion and Engagement Committee
  - 2/28/23 – On hold until the new Director of Inclusion and Belonging is hired. That individual will determine if the committee continues.

## Addendum

- HR Subcommittee meeting minutes
  - HR responses added to close items #90 & #92 above
  - 02/14/23 Meeting Minutes – Staff Council made HR aware of item #91 following the meeting, a duplication of #85. Both items addressed and closed.