

Staff Council Meeting
11/10/21

Present: Leslie Quinn, Jeff Hoyer (by Zoom), Angela Boyer, Ed Lovitt, Robin Judkins, Kristy Howell, Caitlin Murphy, RubyRenee Wood, Betsy Timm, Joel Hoy, Karen Koller, Alison Weber, Carol Gard, Jason Arnett, Kaitlin Krumsick, Mary Anne Matos, Jill Sigler, Kim Steinmetz

Absent: Jimmy Keaton

- Updates from College Council
 - Working on bylaws, etc. currently
 - No decisions made yet
 - Draft bylaws sent to Dr. Bowne today for review/approval
- Set meeting schedule for spring (and possibly Dec extra meeting?)
 - 1 meeting in Nov and 1 in Dec due to the holiday breaks
 - Do we need to add an additional meeting either or both months to cover all the topics at hand?
 - No additional meeting will be scheduled for November
 - We will plan to have our December meeting as scheduled on 12/22
 - Some people will have to attend by Zoom, which is fine in this case
 - Starting in Spring, what should our regular schedule look like?
 - The group decided to stick with 2 meetings a month for now, and will reevaluate as the submitted requests slow down
 - Will cancel the 2nd meeting each month if it is not needed
- Topic requests may be viewed by all Staff Council Representatives in Teams
- Feedback you have received following the kickoff meeting
 - Staff have heard positive feedback regarding the session
 - Have heard that the meeting was “personable” and “not stuffy”
 - One concern was raised that some staff council members aren’t getting any interest or feedback from their areas
 - Concern about no one stepping up to serve on the Staff Council from some areas when their current representative cycles off
 - Seems like some people are cynical based on history
 - We will work to earn their trust, and prove that we will work hard to make a difference
 - We are here to listen to staff, and understand their thoughts, as we can’t reach a solution for every situation
- How will information be communicated to your areas?
 - We will get the meeting minutes approved by email within a few days of each meeting
 - A concern was raised about the areas that have multiple staff members representing them on Staff Council

- Want to make sure we are sending the same messages, and appear as a united front
- Staff can send information out on area newsletters, present at staff meetings, etc.
- A suggestion was made to create a distribution list for every person they represent, in order to send updates to those people
- This topic will be discussed again at a future meeting

Topic Requests for 11/10/21:

1. Request for Staff Council feedback on Retention of Men of Color Task force recommendations
 - a. Kristy Howell serves on this committee and wanted to communicate information from that group back to this group, including the following recommendations that have been brought forward from that task force:
 - i. Continue staff round tables (staff listening sessions)
 1. Would we consider joining forces with the task force on these listening sessions?
 - ii. Mentoring program for students of color
 - iii. Expand Professional Development opportunities for employees
 - iv. Create and retain an inviting and encouraging environment
 - b. Should consider getting the College Council involved as well, for additional support
 - c. Question about the name of the task force
 - i. Are women not included?
 - ii. It's really a "Students of Color" task force
 - d. Kristy will keep us posted on updates, and will let us know if we can support her in any way
2. Concern regarding how the results of the efforts of Staff Council will be communicated and how senior leadership will respond and communicate around issues
 - a. The key is communication
 - b. This topic was sent to us by a staff council representative, who received this concern from a member of their branch
 - c. Do we really have the support of senior leadership?
 - i. Have received a lot of encouragement and support from Dr. Bowne
 - ii. Suggestion to ask Dr. Bowne to send a message out communicating about Staff Council, and offering support
 - iii. Suggestion to have a Staff Council representative at board meetings to provide updates, as other areas already do
 1. We could have sign ups at the beginning of the calendar year, where Staff Council representatives pick a date they are willing to present to the board
 - a. Might be valuable to have a consistent person present to the board, in order to develop a relationship with the board members
 - iv. There is some concern about the strong faculty focus after the start of the new board members

1. Want to make sure that staff is still adequately represented
 - v. Need to make sure we get a message across to the board, without breaking any confidentiality
 1. We will consider setting some parameters on what is reported at the board meetings
 - vi. Will table this discussion until the next meeting
 - d. Ed will activate a link to enable an easy way to email each representative on the InfoHub site
3. Request for a program in which staff break out of their silos and make connections across campus on a semi-regular basis
 - a. There was a similar program at JCCC years ago
 - b. Might need to consider starting something like that at a later date, when things go back to “normal” in reference to the pandemic
 - c. Suggestion that members of staff council could serve as ambassadors, and highlight each of our areas in a recorded “interview” type setting
 - d. Lots of support for moving forward with this request, in some way or another
 - e. There are some ideas in process in Strategic Planning sessions that would very much go hand-in-hand with this request
 - f. We agree as a group that this is very important, and will work towards this goal in the next year
 - i. Will consider appointing a task force for this as well
 - ii. Ed and Kim both serve on the Employee Engagement Strategic Planning Committee, and we will work through them to communicate with that group
 - iii. Will include this topic on next month’s agenda
4. Find a way to incorporate Staff Council into New Staff Orientation
 - a. This is a great opportunity to interact with new employees, and share information about our group
 - b. Discussion about whether it’s important to have a representative physically at the meeting, or just have a slide or material presented at those sessions on our behalf
 - i. Need to consider reaching out to new staff members at certain intervals following their orientation
 - c. Kristy will talk to Susan Hoffman about including information about Staff Council at new staff orientation in some form
 - i. Will follow up at the next meeting on this topic

HR Related Topic Requests:

1. Concern regarding flex schedule policy and payment for schedules during weeks with a holiday
2. Request for a thoughtful, honest evaluation of the flex schedule policy with potential updates to make it something that might be more universally applicable and/or better understood and crafted to ensure it builds collaboration, culture, etc. and does not negatively affect it.
3. Concerns regarding performance review process
4. Request to create a 6-week staff sabbatical
5. Concern regarding how staff cost of living increases are allocated

6. Concern regarding cash incentive for employees being limited to only employees who are vaccinated
 7. Concern regarding display of Black Lives Matter poster on campus
 8. One concern was flagged as confidential. The requester asked that it not be shared with all Staff Council members. This request was removed from the Staff Council Request file to protect the confidentiality of the sender.
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- What do we want to do about HR related topic requests, that we have no control over?
 - Need to be good listeners
 - Need to pass certain information onto HR
 - Suggestion to create a response to these types of issues, including links to Ethics Point, the email to HR, and verbiage thanking them for their feedback and showing that we have heard them
 - Suggestion to work with HR to hold a session (or multiple sessions) regarding certain topics, where HR would have the topics in advance and prepare responses in advance of the meeting
 - Ask HR to craft responses to topics we refer to them, giving them a certain amount of time to prepare their response, get it to us, so that we can pass on the information
 - There might be topics submitted that relate to other areas as well, such as dining services, campus services, etc. would also give those areas an opportunity to provide a response
 - Will discuss this further at next month's meeting