Staff Council Meeting Minutes
6-8-2022

Present: Angela Boyer, Leslie Quinn, Jeff Hoyer, Latonya Hood, Robin Judkins, Ed Lovitt, Kaitlin Krumsick, Carol Gard, Karen Koller, Caitlin Murphy, Mary Anne Matos, Jill Sigler, Alison Weber, Jason Arnett, Kristy Howell, Betsy Timm

Absent: Jimmy Keaton, Sean Bergman, Kim Steinmetz

- HR subcommittee update – use of common ID numbers for topics
  - Please use the ID number used by Staff council when discussing topics in order to keep things consistent
  - Update:
    - Broke a large topic submission into several smaller items for discussion:
      - VERB
      - Compensation Plan
      - New hiring processes
      - Key metrics for evaluating its own departmental effectiveness
      - Changes with no effective communication
      - Jason Arnett moved to accept the HR responses and close this submission. Robin Judkins seconded. The motion carried unanimously.
- Inclusion and Engagement Committee call for nominations
  - Nominated/Volunteered: Latonya Hood, Betsy Timm
  - Ed Lovitt moved to accept the 2 nominees, seconded by Caitlin Murphy. The motion carried unanimously.
- Space Committee update
  - Jeff Hoyer gave the update:
    - Moving forward with plans for the vacated bank space in the SC, with the following recommended ideas for that space:
      - Bookstore area to stay for occasional use during online pickups and book buy backs
      - Satellite area for the TSC
      - Housekeeping to use the closet space
- Flexible Work Arrangements subcommittee workgroup update
  - Talked about consolidating the forms
  - Flex Work opportunity is not going away
- Benefits Committee update
  - Had the first meeting last week
  - Committee will have a recommendation by Dec 1, 2022
- All Staff Meeting update
  - Had their first meeting yesterday
  - Reviewed the process and concerns
- Review bylaws

- o The Staff Council leadership team brought some recommended changes to the group for review
  - o Carol Gard moved that we accept all by-law revision recommendations. The motion was seconded by Robin Judkins. The motion carried unanimously.
- New topic requests
  - o See below for discussion/updates
- Ongoing topic requests
  - o See below for discussion/updates
- Final meeting of the first year of Staff Council – June 22.

New Topic Requests:

- ID #60 Concern about the responsiveness of HR department.
  - o Ed Lovitt moved to forward this issue to the HR sub-committee for discussion, seconded by Kristy Howell. The motion carried unanimously.
- ID #61 Multiple concerns including a general lack of trust in senior leadership, a feeling that we are pushing experienced people out the door and devaluing the staff who are staying.
  - o Ed Lovitt moved to table this submission for discussion at the next meeting. The motion was seconded by Leslie Quinn. The motion carried unanimously.

Ongoing Topic Requests:

- ID #11 item has a status of "following" and lists a follow-up date of 9/1/22. Request for evaluation of the flex schedule policy.
  - o Carried over to the next meeting due to time constraints
- ID #25 item has a status of "following" and lists a follow-up date of 9/1/22. Request for job level info to be more transparent.
  - o Carried over to the next meeting due to time constraints
- ID #61 Concerns about multiple issues concerning HR plans, including recruitment after VERB sunsets, new compensation plan rollout, definitions of hiring committee roles concerning the JEDI role. Also concerns about how JCCC evaluates the effectiveness of HR decisions.
  - o Carried over to the next meeting due to time constraints

Addendum:

HR/Staff Council Discussion
June 1st, 2022

1. **What is the recruitment and hiring plan when the VERB takes effect? Can data be shared on time to fill vacancies and how campus plans to address lags in time to fill a position?**

Discussion:
- *How will HR work with departments and the larger campus to fill positions vacated by VERB?*

- *How will knowledge gaps be addressed as employees leave due to VERB?*
- *If/when searches fail or are unsuccessful (as some prominent positions have been in the past few semesters), what is HR's plan to actively recruit applicants and fill positions?*
- *Does HR have data on successful and unsuccessful searches? Is that information that could be shared more broadly with campus (perhaps in supervisor trainings)?*
- *Will additional compensation be considered for the work that others will absorb due to possible vacant positions that will result from VERB?*
- *How will areas that are more affected by VERB be prioritized in getting positions filled? Would there be consideration for hiring ahead of someone's retirement, for overlap and job training?*

HR Response: HR understands departments' frustration and nervousness ahead of potential VERB retirements. Part of opting into VERB is that it requires a 6 months' notice. HR services will use this time to work closely with the hiring manager / hiring committees to get a plan in place for replacement. HR will source (advertise) positions as recommended by search committees. Ultimately, search committees are responsible for conducting searches and screening applicants. There may be overlap hiring – hiring someone new within the 6 months before the current employee retires, which will help for knowledge transfer. Additionally, there are policies in place in the current comp plan to compensate those with may be temporarily taking on more during between jobs getting filled – "Temporary Pay Rates, and Interim Pay Rates", found on page 6 of the current compensation plan.

https://infohub.jccc.edu/toolbox-articles/compensation/

In general, replacing higher-level positions has been successful (except a few outliers). The lower-level positions have recently been challenging to fill, but HR is hopeful that the new compensation plan with alleviate those issues. Additionally, HR has several trainings in place such as supervisory training and leadership training, and they will be offering additional workshops in the coming months to help supervisors who need to replace employees.

2. **What is HR's compensation plan, specifically details about which jobs are evaluated? How will unique compensation circumstances be taken into consideration? Communication on the compensation plan should be college wide as in the past when all employees know what to expect.**

Discussion:
- *Are there any additional updates since our last meeting?*

HR Response: Evaluating all campus jobs is a huge project and will take several years to complete. All jobs are going to be evaluated at some point in the coming years. HR has identified the first groups to be evaluated (such as custodial, dining services, administrative assistants) and will be creating job families and job descriptions. For unique compensation circumstances, HR services will work within the compensation plan and will work case by case. It is very important that job descriptions are up-to-date and accurately convey the work being done by the individual. Compensation uses job description as they evaluate positions.

Compensation will be conducting lunch and learn sessions coming in June for any interested employee to attend.

3. **What is the roll out of the new hiring process that involves details such as definitions of hiring committee roles, expectations of the JEDI role, what training looks like and the expectations associated with the conscience bias dashboard?**

Discussion:
- *When is the new hiring committee training set to roll-out?*
- *What is HR's role in DEI on campus (outside of JEDI and the new demographic reporting on applicants)?*
- *When is the JEDI role being rolled out? When will it be more formally outlined to campus stakeholders, specifically those creating hiring committees? How will hiring managers know when/who to include as JEDI reps on committees?*
- *How will the JEDI process be balanced with what can sometimes be a time-consuming hiring process?*

HR Response: The updated hiring committee training is coming out July 1ˢᵗ, but it is very similar to the current training. There will be trainings during PLD days for JEDI and Hiring committee. JEDI training is done by an outside trainer and initial trainings have already happened. More information will be coming out as they get more people signed up as JEDIs. Currently, HR will choose your JEDI in the hiring process, but there is a potential that will change in the future. The role of the JEDI is to assist in the process, but the JEDI is not a voting member on the hiring committee. For questions about JEDI, contact Electra Arzola, Manager, HR Services.

https://infohub.jccc.edu/toolbox-articles/jedi/

HR is currently the home point for DEI on campus, but it is a concept that is intended to become part of the fabric of the college.

4. **What are the key metrics by which HR evaluates its own departmental effectiveness? What are the metrics by which cabinet evaluates HR's effectiveness? Might a survey be developed by a third party to gage employee perception on these metrics and performance?**

HR Response: Like every other department, HR does administrative program review yearly – including goals, benchmarks, and metrics. HR-related data can be complex and is best interpreted by an HR professional—employees interested in learning more about the department can set up a time with HR to discuss metrics and data. In Fall of 2020, an outside consultant was hired and met with campus constituents about HR's effectiveness, structure, etc. Recommendations from this process (including the campus feedback) were sent to Dr. Hardin and Dr. Bowne. HR is continuing to implement the changes from this process.

5. **How will HR reflect on its change management process as many things are rolling out at once with little to no effective communication?**

HR Response: Improving communication is a current and ongoing priority for HR. They understand there are still opportunities for continued improvement, but they have highly improved in the last few months. Several "lunch and learns" are planned, and more information is coming soon. HR welcomes suggestions on topics that people would like to know more about, and they will prioritize those items. An employee can always go to their HR generalist to understand who they should go to for certain topics/questions in HR if they are unaware.

As a reminder, an employee can always stop by HR, there is no need to even call or email – just stop in, they are there to help.