

Staff Council Agenda  
12/22/21 GEB 340

Present: Leslie Quinn, Angela Boyer, Kristy Howell, Ed Lovitt, Jason Arnett, Carol Gard, Kim Steinmetz, RubyRenee Wood, Joel Hoy, Alison Weber, Karen Koller, Jill Sigler, Caitlin Murphy, Kaitlin Krumsick, Robin Judkins, Mary Anne Matos, Jimmy Keaton

Absent: Betsy Timm, Jeff Hoyer

*Quote: "Do not wait; the time will never be 'just right.' Start where you stand, and work with whatever tools you may have at your command, and better tools will be found as you go along." - George Herbert*

- Updates from College Council
  - Not many updates since last meeting
  - Next College Council meeting scheduled for 1/19/22
- Kansas Leadership Center – reminder to forward your registration confirmation to Rachel Haynes. Possible need to select substitute for one representative.
  - Some issues with staff enrolling and NOT receiving a confirmation email
    - Working with Rachel Haynes on this or email the support line on the site
  - Everyone has registered except for Joel Hoy
    - Need to follow up with Jeff Hoyer and Betsy Timm as well
  - Joel Hoy has turned in his retirement paperwork, and asked if we should find a replacement for his seat on staff council, and have that person attend the leadership training in his place
    - Joel is going to talk to Rachel Lierz about electing a replacement, and try to get the replacement to attend the leadership training session
- Feedback from Staff Council Representatives on our work this semester. Knowing that our greatest resource on this council is each one of you, we want to give each of you a chance to speak to the group during our meeting. Please come to the meeting prepared to share one comment with the group. If you would like a prompt, consider one of the following:
  - One thing you feel is going well in the work of Staff Council
  - One thing you'd like to see us do differently next semester
  - One way you're seeing an impact of Staff Council on our campus
  - Something else not on this list but you'd really like to share
- Responses Received from Prior Topic Requests
  - Reviewed the responses from HR regarding topics we forwarded to them (see below for those responses)
    - Looking to have collaboration going forward with HR
    - Ed Lovitt is on the Strategic Planning Team (Employee Engagement) that is discussing the sabbatical topic
      - Ed will provide updates to us as they become available
      - Mary Anne Matos suggested that we request tentative dates for resolution on each open topic, from the relevant department(s)

- Leslie Quinn will ask Leslie Hardin to provide tentative dates in the future when possible
    - Staff Council will follow up with HR after 6 months (in January and June) if a resolution/update is not provided to us on a particular topic
  - Reviewed the response from the bookstore on the topic we forwarded to them previously (see below for response)
- Topics in Progress
  - Communication with Senior Leadership
    - Have received responses from Leslie Hardin on HR related topics
    - Many members of the Staff Council have met with Mike Neal to discuss our current work, and for Mr. Neal to ask how he could support our group
    - As we are thinking ahead to the new year, be thinking about how we can communicate with our own leadership on issues, topics, etc. going on in staff council
  - New Staff Orientation
    - Kristy Howell demo'd a draft slide that was created to share with Staff Development for use at New Staff Orientation
      - There was a recommendation made to post the slide deck in a public, shared space going forward
        - Kristy will take that request to Susan Hoffman
  - Staff Sabbaticals
    - One of the Strategic Planning groups is discussing this topic, but how can Staff Council collaborate on this topic?
      - Ed Lovitt suggested selecting a task force of Staff Council members to collaborate on this
        - The task force will consist of:
          - Ed Lovitt
          - Kaitlin Krumsick
      - Will put this topic on the agenda for February for an update
  - Building Connections and Employee Engagement
    - Kaitlin Krumsick put together a list of staff tour opportunities across campus
      - She will email this list to the group
      - She would like feedback from members of Staff Council on other available opportunities
      - Will revisit this topic again in January
- New Topic Requests
  - Request for Continuing Education instructors to be able to receive JCCC credit tuition assistance
    - Will submit to HR and ask for a response
  - Request for staff areas to have flexibility in determining their staff performance review timeline to accommodate high volume timeframes
    - Will submit to HR and ask for a response
- Next townhall? Summary report?
  - Need to be thinking about next semester's townhall meeting

- Will discuss at the first January meeting
    - Will likely target late February for the townhall
  - Jimmy Keaton will be thinking about how to get our presence out there across campus in the future
    - Table at Campus Craze? Any other ideas?
- Will discuss at the next meeting about extending the meeting to 2 hours, rather than 1.5 hours, as we have been going over time at every meeting

**Responses Received from Referrals of Prior Topic Requests**

**Responses from HR:**

Topic	HR Response
Concern regarding flex schedule policy and payment for schedules during weeks with a holiday	Resolved. While this was not driven by the flexible work arrangement procedure, but rather the new Comp Plan. HR did grandfather in approximately 38 individuals.
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.	The Cabinet plans to have a discussion in the spring regarding the feasibility of the flex program and ensure it is meeting the demands of JCCC. Any specific concerns related to an employee being treated differently or unfairly should contact HR.
Concerns regarding performance review process	HR is rolling out a new evaluation system and currently training supervisors to provide meaningful, thorough, and specific feedback. The new form should also help guide those discussions. Training opportunities will continue in 2022. More info can be found on InfoHub under Employee Relations
Request to create a 6-week staff sabbatical	Employee Engagement Strategic Plan committee is looking at this topic. Provided staff council with committee member names so they could connect as a resource.
Concern regarding how staff cost of living increases are allocated	Compensation for bargaining unit employees is based upon a collaborative bargaining process. To ensure consistency, the Board often applies a similar raise structure to non-bargaining employees to what was negotiated for the bargaining employees.
Request for increasing the number of staff who are approved for sabbatical each year	Employee Engagement Strategic Plan committee is looking at this topic. Provided staff council with committee member names so they could connect as a resource.
Request for staff job level information to be made more transparent	HR is currently working on this one. The Comp Plan was posted in InfoHub, and we are expanding PageUp and EASI capabilities.

**Response from Bookstore** - regarding request for additional clothing choices in Bookstore with JCCC logo that staff could purchase as a uniform for work.

“Thank you for taking the time to provide us some valuable feedback. Prior to the pandemic, much of our focus was on employee merchandise purchases. You may recall our targeted emails that we sent out that mentioned our “hot deals”. Once the pandemic began, our priorities shifted to making sure students had required materials available to them when we were not able to have an open store front. Since we did not have everything available in our online space, much of our focus over the past year and a half has been making sure all items we carry are available through our website.

The good news is, we’re back on campus and are eager to hear feedback such as this. Women specific tops have not sold well over the past several years, which is why you see so many unisex items in our store. Now that you have informed us there is a demand for this sort of item, we can explore a few options. Perhaps in the past we weren’t carrying what people wanted and that’s why it didn’t sell. I’m sure we can bring in something more appealing.

If you are looking for something specific for your department, we’re happy to work with you. Most of the time we can work out a better deal for the department due to the higher volume. Pricing can be tricky and supply chain issues further complicate this. We do try to always have something of quality that is inexpensive in stock. Keep in mind all employees receive a 10% discount when making a purchase at the bookstore.

We are always open to feedback like this. If you’re ever shopping in the store, feel free to stop by the supervisor’s desk at the front of the store or email Ashawnte Thompson, at [athomp94@jccc.edu](mailto:athomp94@jccc.edu).”

**Topics in Progress:**

- New Staff Orientation – Kristy is bringing a handout draft that we can provide to Susan Hoffman
- Communication with Senior Leadership - Discussion on constituent relationships and update from discussion with Leslie Hardin
- Staff Sabbaticals – Strategic plan goal strategy and next steps for facilitating discussion with key stakeholders
- 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.

**New Topic Requests for 12/22/21**

1. Request for Continuing Education instructors to be able to receive JCCC credit tuition assistance
2. Request for staff areas to have flexibility in determining their staff performance review timeline to accommodate high volume timeframes