

# Staff Council Meeting Minutes

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Date | Tuesday, June 27, 2023

Time | 2:30PM

Location | MTC 107

## Attendance

### **Present:**

Jason Arnett, Angela Boyer, Sean Bergman, Jerry Droge, Carol Gard, Jeff Hoyer, Karen Koller, Kaitlin Krumsick, Ed Lovitt, Austin Maxwell, Leslie Quinn, Christina Seitzinger, Jill Sigler, Kim Steinmetz, Betsy Timm

### **Absent:**

AnnLouise Fitzgerald, Alicia Groenhagen, Dan Robles

## Approval of June 13 meeting minutes (5 minutes)

06/13/23 Meeting minutes approved with the following changes and ready to post

- Item #96 – Jeff Hoyer recommended adding the following verbiage “Staff Council voted to close this topic”.
- AnnLouise Fitzgerald – identified a typo on the 2<sup>nd</sup> page under the Review Spreadsheet Topics, third bullet read Eight (7), updated to (8).....

## New Topics/New Business

- Discussion of Staff Council member leave of absence. Ed will consider this and prepare a discussion for the group.
  - 6/27/23 – Parliamentarian Ed Lovitt brought to the group suggested language changes. The following language changes were made to the Bylaws during the group discussion:
    - If an elected member of the Staff Council goes on temporary leave (greater than a month), the Staff Council Officers along with the staff member will go back to the designated area (branch) to recommend/request a representative to serve the remainder of temporary leave. In the event the branch is unable to provide a temporary replacement, the quorum may be reduced appropriately for the duration of the leave
    - If an elected Officer (Vice-Chair, Secretary, or Parliamentarian), committee, or subcommittee representative goes on temporary leave before the term is completed, an election from the Staff Council will be held to serve the remainder of temporary leave.

- At Large Election Update
  - 6/27/23 – All staff received an email from Kaitlin Krumsick, Incoming Staff Council Chair with the At Large members ballot. Ballot closes Thursday, July 6 at 5pm.
  - Ballot includes nine (9) fulltime and two (2) parttime individuals. Voting open until 7/6/23 at 5pm.

## Committee Reports (30 minutes)

- All Staff Meeting (Austin Maxwell, Ed Lovitt, Jeff Hoyer, Kaitlin Krumsick)
  - 06/27/23 – Update met w/ABC and Staff Development.
    - Wednesday, August 16
      - 9:00 – 10:00 am – Campus updates presented jointly by ABC and Staff Council
      - 10:00 – 11:00 am – Coffee Break / InfoFair
      - 11:00 am – 12:00 pm – Staff Meeting presented by Staff Council
        - Agenda still in process
    - [Professional Learning Days Schedule](#)
- Supervisor Training Task Force (Jason Arnett)
  - 06/27/23 – No update
- HR Subcommittee (Kaitlin Krumsick, Karen Koller, Kim Steinmetz)
  - 06/27/23 – No update
- Staff Development Awards and Recognition (Austin Maxwell, AnnLouise Fitzgerald)
  - 06/27/23 – No update
- Sabbatical Committee (Ed Lovitt and Kaitlin Krumsick)
  - 06/27/23 – No update
- Bylaw Revision Task Force (Ed Lovitt and Karen Koller)
  - 06/27/23 – No update
- Inclusion and Engagement Committee (Betsy Timm and Austin Maxwell)
  - 06/27/23 – Update – Committee representatives are receiving some interest from college staff in representing on the upcoming DEI committee. The formulation of this committee is awaiting the Executive Director for Inclusion and Belonging, Marquis Harris, to begin 7/3/23.
- College Council (Jason Arnett)
  - 06/27/23 – Update – Academic Branch Council will offer recommendations on the subject of Academic Integrity with the committee continuing to work on the issue. Faculty Association did not meet in June. Student Senate will be moving to the first floor of GEB near the board room. Cabinet performed their annual policy review and is

working on strategic plans. There is a good-sized group of new members in Adjunct Council. Discussions around communications centered on supervisor training from Human Resources. Bylaws were lightly edited to reflect the duties of the co-chair and better define subcommittees. The College Council expects to meet 12 times each year. Next meeting is July 19.

- Space Advisory Group (Christina Seitzinger)
  - 06/27/23 – No Update

## Previous Topics/Old Business (45 minutes)

- Item #96 - Request to allow events that happen in the past to stay visible in the InfoHub Calendar, even if just for a short while.
  - 05/23/23 – Christina Seitzinger will research to see what capability InfoHub has and report back to the group at the 06/13/23 Staff Council meeting.
  - 6/13/23 – No update, item is in the process of being explored
  - 06/24/23 – Update – IS has explored the calendar expiration issue. Unfortunately, the calendar we use for InfoHub does not allow the expiration of calendar entries to be extended past what is displayed.
- Item #98 - Request to add separate sick leave and vacation time for Part-time employees
  - 05/23/23 – Referred to HR Subcommittee
  - 6/13/23 – Upon further discussion, referred back to HR Subcommittee for additional information
  - 06/27/23 – Update

**Staff Council Q:** Will these concerns be considered when HR goes to market in the Culpepper process? Could leave be added as a benefit for our employees when items are taken to market?

**HR Response:** The Job Architecture project that Culpepper is conducting is not looking at benefits. The project is intended to create job families and job descriptions, provide market analysis of each job to assign a pay range, and recommend placement of each employee into the correct job family/description.

Proposed changes to the college's benefits would have to go through the Benefits Committee, which after analysis of the proposed change, would then take their recommendations to the Board of Trustees for approval.

**Staff Council Q:** How do we retain and encourage PT employees to stay?

**HR Response:** The college provides part time employees with Employee Assistance Program, Voluntary 403(B)/457(b), employee wellness program, paid snow days, Cariloop, extraordinary leave, 14 paid holidays, [tuition assistance for employee and eligible dependents](#), PAL accrual based on years of service (see below), \$250 one-time Continuing Education opportunity each year, and participate in professional development opportunities through Staff Development. Full benefit matrix based on the number of hours worked for part-time employees can be found

at <https://www.jccc.edu/about/leadership-governance/administration/human-resources/files/jccc-employee-benefits-matrix-2022-av.pdf>

**Staff Council Q:** There is concern with equity – this seems to be an area where we need to evaluate the treatment of our PT colleagues. How is HR engaging and working to provide benefits to our PT colleagues?

**HR Response:** Proposed changes to the college’s benefits for PT employees would have to go through the Benefits Committee, which after analysis of the proposed change, would then take their recommendations to the Board of Trustees for approval.

**Staff Council Q:** Who is on the Benefits committee and how do employees bring topics to this committee?

**HR Response:** We are looking at ways to bring together a diverse group of individuals to create a benefits committee and more info to come.

For additional information about accruing personal annual leave (PAL), click: [Accruing Personal Annual Leave](#)

- Staff Council Election
  - 6/9/23 – Elections for division representatives close
  - At large election for positions will be held following the results of the general elections.
  - All new Staff Council members will begin attending meetings beginning with the 07/11/23 meeting
  - 6/13/23 – Jeff Hoyer sent congratulatory emails to the newly elected Staff Council members. New members invited to the Pass the Gavel portion of the 06/27/23 meeting and will begin attending regular meetings as of Tuesday, July 11, 2023.
  - Following the results of the election will begin the process for the two At Large positions
  - Will be an InfoHub Announcement for the At Large positions. All staff will receive an email to nominate 1 full time and 1 part time individual for these positions and subsequently vote for these positions. Deadline for nominations is 6/22/23 at 5:00 pm, election deadline is 7/7/23
  - 06/27/23 – Update newly divisional elected members invited to the Passing the Gavel portion of today’s meeting, first official meeting 7/11/23.
- Review Spreadsheet of Topics – Do we need to ask for any specific updates on any of these?
  - Nine (9) topics with a “Following” status
    - Does any member want to bring up one of these topics for discussion?
  - Eight (8) topics with an “In Progress” status
    - Does any member want to bring up one of these topics for discussion?
  - 06/27/23 – No update

## Passing the Gavel

- Current Staff Council Chair Jeff Hoyer officially stepped down and passed the gavel to Incoming Staff Council Chair elect Kaitlin Krumsick.