

Staff Council Meeting Minutes

Date	Tuesday, September 26, 2023	Time	2PM	Location	MTC 107
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Attendance

Present:

Jason Arnett, Sean Bergman, Jerry Droge, James Drone, Alicia Groenhagen, Mary Hanover, Sherri Hanysz, Ehren Hertel, Jeff Hoyer, Karen Koller, Ed Lovitt, Austin Maxwell, Dan Robles, Christina Seitzinger, Jill Sigler, Kim Steinmetz, Betsy Timm, Anne Turney

Absent:

Angela Boyer, AnnLouise Fitzgerald, Kaitlin Krumsick (Maternity Leave), Alyssa Slana (for Kaitlin Krumsick)

Human Resources Update (20 minutes)

- Human Resources representatives Jay Vignola, Director Human Resources; Rachel Haynes, Director Employee Engagement & Development; and Ann Griffith, Finline HR Consulting addressed the group.
- Topics included stressing HR's forward focus to streamline processes and assigning responsibilities to make improvements.
- Several "wins" were outlined including:
 - Updating the HR website to include area specific point of contacts
 - Improved, more user friendly, HR landing page on the JCCC website
 - Desire to be a regular, possibly quarterly presenter, at Staff Council meetings
- HR focus is to change verbiage to the end-user, not as technical, to ensure clarification and understanding
- Identify and launch supervisor training (this initiative is in process)
- Reviewing policies to make them clearer or more concise
- Reviewing performance management
- Reviewing employee benefits, recruitment, onboarding, orientation, offboarding
- Reviewing staff development, and communication across campus
 - Challenged the group to think about how all of us could communicate better
- Additional initiatives are on the horizon, some need technology intervention, systems/process integration, and/or Cabinet or Board approval

Approval of September 12th meeting minutes (5 minutes)

09/12/23 Meeting minutes approved with the addition of an addendum to include a list of the nine (9) topics that were with a "Following" status and the six (6) topics with an "In Progress" status and the current status of each of these topics. Once this is prepared and included with the minutes, they are ready to post.

Previous Topics/Old Business (20 minutes)

- Items #100, 101, 102, 103, 105, 106 & 109 – JCCC Listserv Update
 - 07/25/23 – Update – Will invite Dr. Bowne and any necessary Cabinet Members to the 08/08/23 meeting and ask for a written response following the meeting that can be published in the minutes to address misconceptions
 - 08/08/23 – Posted Message in InfoHub
 - 09/12/23 – Update - College Council meets Wednesday 13
 - 9/26/23– Update – Official response provided by Chris Gray, Vice President Strategic Communications & Marketing:

Spurred by an announcement that the software that supported many JCCC email listservs was being retired, JCCC administration launched an initiative in 2023 to review all email lists that used that software, Lyris. That initiative had the following goals:

- 1) Identify which lists were active and which were expired or unused.
- 2) Confirm the owner and educational purpose for any lists identified as active.
- 3) Define the process for migrating owned and active lists to other available platforms.
- 4) Remove any lists that were expired, unused or unowned.

As a result of this exercise, administration determined that the “jccc listserv” would be among the lists removed. While it was an active list, it did not have a defined owner, it did not have an educational purpose, and the list presented liability, security, and safety issues.

As a result of the review, the list was closed, and it was decided that JCCC will not create a new “listserv” to serve the same or a similar purpose.

- Item #104 – Question about why PTRs only get paid 4 hours of holiday pay, rather than their full day’s pay. And a desire to have a complete manual of benefits for PTRs.
 - 07/25/23 – Update – referred on to HR Sub
 - 08/08/23 – Work with HR Sub
 - 09/12/23 – Update – This topic has been forwarded to HR Subcommittee, have not yet received a response.
 - 09/26/23 – Update – Official HR Response:

HR Response:

All Part-time Regular (PTR) employees currently receive four paid hours for 14 annual holidays, regardless of their daily/weekly scheduled hours. They also receive Personal Annual Leave (PAL) based on their hours scheduled and their years of service at the college. These benefits are being given based upon recommendations that the Board of Trustees approved in the Spring of 2019. Historically, PTR positions did not receive holiday pay prior to 2019. HR recognized the need for our PTR employees and worked for many years to get holiday pay for PTR. HR has added this item to our HR process list to review and prioritize to see what best practices are for leaves for PTR positions.

A wealth of benefits information can be found on HR’s InfoHub site at <https://infohub.jccc.edu/toolbox-articles/human-resources-employee-benefits/> Please make

sure you are checking there for information. The HR Team is in the process of launching a new landing page on InfoHub and then will begin updating, improving, and reorganizing our other content to improve our employees' experiences.

New Topics/New Business (15 minutes)

- HR Sub-Committee Report
 - 09/26/23 – Update – Discussed attending Staff Council meeting on 09/26/23. Unsure if this will be reoccurring and with what frequency.
- Item 108 – Tuition Reimbursement Increase
 - 09/26/23 – Update – Moved to HR Subcommittee
- Item 110 – Vacation Full-time Hourly vs Full-time Salary
 - 09/26/23 – Update – Moved to HR Subcommittee

*****Time constraints did not allow for discussion on the following topic. This topic moved to discussion at the 10/10/23 OR 10/24/23 meeting. (10/10/23 is the Zoom Town Hall, group will only meet if there is time following the Zoom meeting).***

- Item 111 – Part-time Regular Holiday Pay
 - 09/26/23 – Update – Did not address this topic

Committee Reports (15 minutes)

- New Employee Orientation (Austin Maxwell)
 - 09/26/23 – Update – Need volunteers to attend orientation to come in and address
 - From the 01/24/23 meeting minutes, Jeff Hoyer and Austin Maxwell will represent Shared Governance and will work to update the current materials for the orientation presentation.
 - During the 09/26/23, Staff Council meeting, members Jerry Droge and Ehren Hertel also volunteered to assist at orientations if needed.
- Supervisor Training Task Force (Jason Arnett)
 - 09/26/23 – Update – Will do a follow-up with the group in October with the training rollout, then can close this item.
- HR Subcommittee (Karen Koller, Kim Steinmetz, Mary Hanover)
 - 9/26/23 – Update – See Item# 104 official response in the notes above. No additional items were discussed.
- Staff Development Awards and Recognition (Austin Maxwell, AnnLouise Fitzgerald)

- 09/26/23 – No Update
- Sabbatical Committee (Ed Lovitt and Kaitlin Krumsick)
 - 09/26/23 – No Update
- Inclusion and Engagement Committee (Betsy Timm and Austin Maxwell)
 - 09/26/23 – Update – Office of Inclusion and Belonging is having a Welcoming Reception, Friday, October 6, 11:00 am – 12:00 pm in the CoLab.
- College Council (Jason Arnett)
 - 09/26/23 – Update – Next College Council meeting is Wednesday, October 11, 1:00 – 3:00 pm, Location: RC183

Upcoming

- Tuesday, October 10th – Staff Council Town Hall
 - Zoom link will be posted in InfoHub once available