

DRAFT Staff Council Meeting Minutes

Date	Tuesday, October 24, 2023	2PM	Location	MTC 124
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Attendance

Present: AnnLouise Fitzgerald, Ed Lovitt, Sherri Hanysz, Karen Koller, Ehren Hertel, Jerry Droge, Jeff Hoyer, Mary Hanover, Kim Steinmetz, Jill Sigler, Christine Seitzinger, Jason Arnett, James Drone, Alicia Groenhagen, Alyssa Slana

Absent: Angela Boyer, Sean Bergman, Anne Turney, Kaitlin Krumsick (maternity leave), Betsy Timm

Presentation: John Clayton - Cabinet Details on Committees, Councils, and Taskforces (15 minutes)

Stemming from the Higher Learning Commission re: shared governance, Cabinet is working to develop procedures around the formation and conduct of committees, councils, and taskforces. John shared a draft that has been previewed by ABC. The draft will go to College Council next and ultimately will go back to Cabinet after these groups. John asked for Staff Councilmembers to give input.

Approval of Past Minutes (5 minutes)

- The minutes from the September 26, 2023, meeting were approved and will be published.
- There are no minutes from October 10, 2023, because the Town Hall was held that day in lieu of a meeting.

Presentation: Sherri Hanysz

Sherri Hanysz demonstrated the new “myJCCC” interface, which is mobile-friendly.

Previous Topics/Old Business (15 minutes)

- Items #100, 101, 102, 103, 105, 106, 109 & 113 – 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, contained in 9/26/23 Meeting Minutes
 - 10/24/2023
 - Voted to close these eight items based on response from Chris Gray.

- **Note:** The external group below is not sponsored by or endorsed by the Staff Council but this information is being provided to be responsive to staff concerns because the issue generated so many topic request items.
- JCCC employees or retirees may find an external group created by a former employee by signing into Google Groups with their personal Google account and searching for “JCCclist.”
- 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 received, contained in 9/26/23 Meeting Minutes
 - Voted to place this topic in “Following” status based on Official HR Response that states that it will be placed on their list.

New Topics/New Business (20 minutes)

HR Sub-Committee Report

- 10/24/23 Mary Hanover and Karen Koller reported that they received the Official HR Responses referenced above.
 - Will take items 108, 110, and 111 forward to next HR Subcommittee meeting.
- Item 108 – Tuition Reimbursement Increase
 - 10/24/23 Referred to HR Subcommittee
- Item 110 – Vacation Full-time Hourly vs Full-time Salary
 - 10/24/23 Referred to HR Subcommittee
- Item 111 – Part-time Regular Holiday Pay
 - 10/24/23 Referred to HR Subcommittee
- Item 112 – Employee Engagement Pulse Survey Feedback
 - 10/24/23 - Voted to share this requestor’s feedback to Rachel Haynes via the HR Subcommittee
- Item 114 – Monthly Board Packet New and Retiring Employees
 - 10/24/23 – Voted to close because answer was given at Town Hall meeting: new employees are listed on InfoHub; it was too labor-intensive for HR to include in Board packets.
- Item 115 – Culpepper Benchmarking Sources
 - 10/24/23 Voted to close because answer was given in Board Packet:
 - Board Packet for 10/26/23 meeting shows that Culpepper presented to the Employee Engagement & Development Committee on October 4 and identified three sources for salary data: Culpepper, CUPA (College and University Professional Association for Human Resources), and Western Management Data Tool. See page 3 of [Board Packet](#).

Committee Reports (15 minutes)

** Due to time constraints, the meeting ended before any Committee Reports were heard.

- New Employee Orientation (Austin Maxwell)
- Supervisor Training Task Force (Jason Arnett)
- HR Subcommittee (Karen, Kim, Mary)
- Staff Development Awards and Recognition (Austin Maxwell, AnnLouise Fitzgerald)
- Sabbatical Committee (Ed and Kaitlin)
- Inclusion and Engagement Committee (Betsy Timm and Austin Maxwell)
- College Council (Jason Arnett)