

# Staff Council Meeting Minutes

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Date	Tuesday, August 8 <sup>th</sup> , 2023	Time	2PM	Location	MTC 124
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## Attendance

### **Present:**

Jason Arnett, Angela Boyer, Jerry Droge, James Drone, AnnLouise Fitzgerald, Alicia Groenhagen, Mary Hanover, Sherri Hanysz, Ehren Hertel, Cassie Jordan (for Anne Turney), Karen Koller, Kaitlin Krumsick, Ed Lovitt, Dan Robles, Christina Seitzinger, Jill Sigler, Kim Steinmetz, Betsy Timm

### **Absent:**

Sean Bergman, Jeff Hoyer, Austin Maxwell, Anne Turney (*Maternity Leave through 09/25/23*)

## Approval of July 25<sup>th</sup> meeting minutes

- 07/25/23 Meeting minutes approved with the following changes:
  - Revised the wording for: Items #100 – 103, 105 - 106 – JCCC Listserv Concerns to be stated clearer

## New Topics/New Business

- Rotations for New Employee Orientation presentations

## Committee Reports

- All Staff Meeting (Austin Maxwell, Ed Lovitt, Jeff Hoyer, Kaitlin Krumsick)
  - 08/08/23 – Updates will be given by HR – Ann Griffith, Fineline HR Consulting; IS – Rob Caffey, Vice President of Information Services; Jeff Hoyer – Executive Director Support Services & Space Management; Welcome Week, Deanne Belshe – Director Strategic Marketing Planning; Student Involvement, Cassie Jordan – Manager Student Activities & Leadership Development
- Supervisor Training Task Force (Jason Arnett)
  - 08/08/23 – Update from recent meeting with Carissa Sadique

### **Supervisor Training:**

This training was previously a half-day session that was required for new supervisors. It included topics on federal requirements, performance management, onboarding, and employee engagement. In order to better serve our supervisors, we have changed this up! We are introducing the Supervisor Training Series. This four-part series includes shorter and more hands-on sessions that are offered on a rotating basis. Supervisors at any stage (new or established) are welcome to attend these 2.5-hour trainings when they feel they are necessary. The in-person training series include:

**Federal Regulations and guidelines** – In this session we review FMLA, ADA, FLSA, Title 7 and 9 and workers compensation from a supervisor's perspective.

**Employee Lifecycle** – In this session we walk through all major events in an employee’s lifecycle, including: offboarding, recruiting, onboarding, vacancy review committee and job changes.

**Performance Management** – This session includes information on PIP’s, difficult conversations, disciplinary procedures, goal setting, yearly review process and mentoring.

**Employee Engagement** – In this session, we will review employee development, emotional intelligence, how to incentivize employees, change management, coaching for growth and other related topics.

Each of these sessions will occur three times a year. All supervisors will also have access to a manager toolkit. This will be available soon, and includes need to know information about JCCC policies, procedures, and contacts. Training can be revisited at any time and is meant to be an on-demand resource for supervisors. We are also very close to releasing a database of on-demand training for everyday questions.

Staff development will continue to build and offer other trainings for all employees – be on the lookout for emotional intelligence, public speaking and presentations, customer service in higher ed, business communication and etiquette! Any other trainings can be requested through Staff Development at any time.

- HR Subcommittee (Karen Koller, Kim Steinmetz, Mary Hanover)
  - 08/08/23 – No update, will continue to partner with HR
- Staff Development Awards and Recognition (Austin Maxwell, AnnLouise Fitzgerald)
  - 08/08/23 – No update
- Sabbatical Committee (Ed Lovitt and Kaitlin Krumsick)
  - 08/08/23 – No update
- Inclusion and Engagement Committee (Betsy Timm and Austin Maxwell)
  - 08/08/23 – No update
- College Council (Jason Arnett)
  - 08/08/23 – Next meeting is 08/09/23
- Space Advisory Group (Christina Seitzinger)
  - 08/08/23 – No update
- Bylaw Revision Task Force (inactive)

## Previous Topics/Old Business

- Items #100 – 103, 105 - 106 – JCCC Listserv
  - 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 – Update – Dr. Bowne / Cabinet was unable to attend the 08/08/23 meeting, has committed to providing a written response.
    - Staff Council is crafting a message that will be posted in InfoHub that we are exploring the issue. Jason Arnett will draft the message, send to the membership, then post to InfoHub.
  
- 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 – No update – Due to staffing changes, this topic was not immediately addressed. Staff Council will continue to partner with HR to address this topic.
  
- 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?
  - Six (6) topics with an “In Progress” status
    - Does any member want to bring up one of these topics for discussion?
    - 08/08/23 – Ed Lovitt gave the group a demonstration of how to access the Teams site including a reminder of how to address the “Topics” spreadsheet.

## Upcoming

- Wednesday, August 16 – All Campus Update Meeting presented by ABC and Staff Council
- Wednesday, August 16 – Staff Meeting presented by Staff Council
- Tuesday, August 22 – During Staff Council meeting – Gurbhushan Singh, Vice President Academic Affairs / CAO, to present on Guided Pathways
- Tuesday, October 10 – Staff Council Town Hall – During regular Staff Council meeting