

Staff Council Meeting
12/8/21 - GEB 340

Present: Leslie Quinn, Jeff Hoyer, Angela Boyer, Ed Lovitt, Robin Judkins, Kristy Howell, RubyRenee Wood (by Zoom), Joel Hoy, Karen Koller, Alison Weber, Jason Arnett, Kaitlin Krumsick, Mary Anne Matos, Jill Sigler, Kim Steinmetz, Jimmy Keaton, Betsy Timm

Absent: Carol Gard, Caitlin Murphy

- Updates from College Council
 - Congratulations to Jason Arnett for being selected as co-chair of the College Council, serving beside Dr. Bowne
 - By-laws were finalized at the last meeting
 - Will be publishing them soon
 - ABC gave an update for the first time
 - Issues being focused on:
 - Request from Counseling that they have the right to have representation on ABC as members
 - After discussion, it was decided that Counseling will attend as liaisons and will not be voting members for the time being
 - This issue will be revisited next Fall
 - Adjunct faculty have seats on ABC as well
 - Faculty concerns about Class Search
 - Leslie Quinn will bring a report to the next meeting (in her role as the JCCC registrar, not as the Chair of Staff Council)
 - Staff Council also gave an update for the first time
- Kansas Leadership Center – request for Staff Council participation
 - Terri Easley put out a request that JCCC write a grant to obtain 60 spots at the KS Leadership Center to facilitate communication, problem solving, etc. as a part of shared governance
 - The grant was approved, and it is currently being decided who will hold those seats
 - Staff Council members have been asked to take 19 of those seats
 - Feb 9-10 is the first option, with a second option in March
 - Staff council representatives will pick one of the two sessions to attend
 - This will be done completely online
 - After discussion, it was decided that we will all participate
 - Leslie Quinn will compile our names to send to Rachel Haynes
 - Rachel Haynes has agreed to sign us all up, as well as provide the course materials to each of us
 - A leadership team was developed to make decisions regarding JCCC's participation in this program
 - There is additional training required of everyone on the leadership team
- Question about next Council meeting conflicting with PDD schedule
 - The keynote speaker during PDD on 1/12/22 conflicts with the first Staff Council meeting of January

- While we don't want to get in the habit of cancelling meetings, it seems like participation in this session, which concentrates on DEI, is being highly encouraged
 - Jeff Hoyer motioned to cancel the 1/12 Staff Council meeting to encourage attendance in the PDD session by council staff members
 - The motion was seconded by Jason Arnett
 - The motion was passed unanimously
- Update from Technology Coordinator on InfoHub page
 - Ed gave an update on recent changes/updates to Staff Council's InfoHub page
 - Staff Council representatives' names are now hyperlinked so that people can email a representative straight from that page
 - The Staff Council leadership team added a few columns on the Staff Council Topic Request Tracking spreadsheet
 - Staff Council 1st Date
 - Current Status
 - Resolution
 - Will consider having a public tracking spreadsheet in the future, a topic we will discuss later
 - Mary Anne Matos gave a suggestion that we list things in the order of newest items listed first
 - Will continue to have the minutes approved in Teams, as we did last month
- Update from strategic plan groups – how might we assist with the efforts in employee engagement and connection?
 - Kim Steinmetz named Staff Council as a potential collaborator on Strategic Goal planning going forward
 - This group decided that we would like to participate and help when/where possible
- New Staff Orientation – volunteers needed to put together a handout for new staff
 - Kristy Howell will bring a draft document for Staff Council's review at the next meeting
 - The next New Staff Orientation is scheduled for 1/26/22, and it is our hope to have handouts ready by then
- How will Staff Council Representatives communicate with their areas?
 - Kristy Howell spoke about a report that can be run in Banner to show us staff members broken down by areas across campus, which would help us know which employees we personally represent on Staff Council
 - Jeff Hoyer showed us where in Teams we can find the document of which areas we currently represent
 - Kristy Howell suggested that we create a shared space to share/store topics for uniform communication to the areas we represent
 - Will continue this conversation at the next meeting
- How will Staff Council discuss and refer HR related issues?
 - HR concerns should be forwarded to HR immediately, in most cases
 - Topics that Staff Council might be able to collaborate on should be discussed at meetings
 - In some cases, we might make recommendations

1. Request for additional clothing choices in Bookstore with JCCC logo that staff could purchase as a uniform for work
 - a. The Staff Council members representing the bookstore (Jeff Hoyer and Jason Arnett) will share this topic with Ashawnte from the bookstore, and will request a response, which we will share in the minutes
2. Suggestions for Dining Services
 - a. Jason Arnett recently provided a written response to this submission, which we will forward to the submitter
 - i. Thank you so much for sending us your concerns regarding how Dining Services communicates. We are looking into how we can better inform more people what we do and what we are serving by incorporating some of your suggestions. It's hoped the changes we're working on for the spring semester will be more like what you're asking for. Regarding packaging issues: we are not 100% happy with our current wrapping of the less expensive sandwiches, either. We will get the wedge containers back in as soon as our suppliers are able to stock them reliably. Regarding Breakfast: This day part has always been a challenge for us, and we know our regular breakfast is missed. We miss it, too. Unfortunately, we don't see it coming back in the spring semester given labor issues and a still-diminished campus population. As for the Cav Express kiosk, we appreciate your suggestion for an alternate pickup location after close. There should be a solution implemented for the start of classes in January. Finally, though we try, we know we can't accommodate everyone. We take the issues of time and convenience very seriously, and we try to balance that out with considerations for quality and expense as well. Our fiscal responsibility to the department and our branch is also something we take very seriously, too, and that means we have to make uncomfortable choices in what we serve and when it's available. Sometimes we can get what we want, and other times compromise is inevitable. Your understanding on this point is very much appreciated. Thank you for your support of Dining Services and for sharing your thoughts. We strive to improve all the time and open and honest dialogue with all our customers is the best way to find out what we can do. Please keep bringing us your ideas. You can reach the manager for the food court and coffee bars, Jason Arnett, at jarnett1@jccc.edu.
3. Request for increasing the number of staff who are approved for sabbatical each year
 - a. This is the second request we have received for a similar topic
 - i. The previous request was taken to Leslie Hardin by Leslie Quinn
 - b. Staff Council does not have the power to change existing policy, but could make a recommendation
 - i. All policy changes are done through the office of General Counsel
 - ii. A sabbatical committee currently exists at JCCC
 - c. Jeff Hoyer suggested that we combine this submission with the previous one made by Ed
 - d. Leslie Quinn suggested that we have some Staff Council members talk to Elisa Waldman about current policy
 - i. Kim Steinmetz suggested bringing Elisa to our next meeting for a 10 minute discussion on this topic

- ii. It was decided that Ed will contact Elisa to share some background information on this topic, as well as invite her to attend part of the next Staff Council meeting
- 4. Idea for providing guided walking tour
 - a. RubyRenee Wood reports that the Nerman Museum has stepped up and offered to give tours for employees
 - b. Kaitlin Krumsick suggested putting together a list of resources of who to talk to from different departments
 - i. Kaitlin will work on a draft list to bring to the next meeting for review
 - c. Still considering having different departments putting together a video of their area to share with employees
- 5. Request for staff job level information to be made more transparent
 - a. Leslie Quinn wonders if the new compensation policy addresses this topic
 - b. Kaitlin Krumsick said that the new engagement with PageUp will likely address this topic as well
 - c. Will refer this topic to HR, and invite Leslie Hardin to attend a part of the next meeting
 - i. Leslie Quinn will take care of both items

Topic Requests from last meeting referred to HR:

1. Concern regarding flex schedule policy and payment for schedules during weeks with a holiday
2. 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.
3. Concerns regarding performance review process
4. Request to create a 6-week staff sabbatical
5. Concern regarding how staff cost of living increases are allocated
6. Concern regarding cash incentive for employees being limited to only employees who are vaccinated
7. Concern regarding display of Black Lives Matter poster on campus