

Staff Council Meeting Minutes

Tuesday, September 27, 2022

Present: Jason Arnett, Angela Boyer, Carol Gard, Latonya Hood, Kristy Howell, Jeff Hoyer, Robin Judkins, Karen Koller, Ed Lovitt, Austin Maxwell, Caitlin Murphy, Leslie Quinn, Dan Robles, Jill Sigler, Kim Steinmetz, Betsy Timm

Absent: Sean Bergman, Kaitlin Krumsick, Mary Anne Matos,

Approve Prior Meeting Minutes (5 minutes)

- Notice additions of official HR responses from our previous discussions.
- September 13, 2022 Meeting Approved

Previous Topics (10 minutes)

- 1. Item #68 - Desire for changes in the way HR shares large important communications, like the compensation plan.**
 - 08/09/22 – Group moved to move this topic to the HR Sub Committee directly as written, as an example of the types of topics and verbiage utilized, that are being submitted by staff.
 - 08/23/22 – No reported updates
 - 9/13/22 – No reported updates
 - 09/27/22 – Response submitted from HR Subcommittee below
- **Staff Council Q:** Employees are really looking for engagement with HR. How do you plan on engaging staff?
 - Job architecture
 - Staffing changes
 - New benefits enrollment
- **Staff Council Q:** Is there conversation about new and different ways to communicate information outside of Infohub?

HR Response:

- HR acknowledges that there have been communication issues, and with new leadership the communication will improve going forward. HR plans to communicate more effectively.
- The main method of communication will continue to be InfoHub as that is the college's main way of communication. HR is also looking into tailored messaging (on instances where one group will be affected, they will be directly contacted along with InfoHub messaging). HR will also be meeting with marketing to determine more ways to get information out.
- With the job architecture project, HR plans to have several communications. A vendor has not been chosen so the timeline and structure haven't been determined but specifics will be communicated when we know more details. Vendors will provide different suggestions of

implementing communication, but HR plans to hold info sessions, presentations, zooms, etc., to talk about updates along the way. As a reminder, you can always reach out to HR via email, phone call, teams, chat, or stop by their offices at any point with questions.

- Additionally, Staff Council Representatives made a request to have HR come to staff council meeting when major changes happen so that staff council can be another avenue as a communication tool. This will be explored in the future.

2. Item #73 - Desire to have transparency around pay levels prior to and after job family implementation.

- 08/23/22 – Group moved to move this topic to the HR Sub Committee to look at the transparency to look at the positions and make it easier for managers and employees
- 09/27/22 – Response submitted from HR Subcommittee below
- **Staff Council Q:** How can supervisors access this information?
- **Staff Council Q:** Can this information be in a common location (banner, page up, employee dashboard)?

HR Response:

- The ability for an employee to go into their employee dashboard and see their level is coming. Right now they can see the title, position number, and hourly rate. It's being looked at in pre-prod to add the level as well.
- When the new pay tables were created and the crosswalk from old to new level established, each VP was given a report showing their areas old to new level. No titles were changed unless it was a result of a position audit. Pay letters were also sent to each employee that listed title and old level to new level and FY23 new rate/salary. Supervisors and/or Budget Admins can run reports from salary planner. We don't have anything published now that has all the positions/titles/levels because right now every employee has their own job description and titles are all over the place. The Job Architecture Project will: create job families and job descriptions that are consistent on campus. Positions will be benchmarked and assigned the appropriate level. Job descriptions will have levels, FLSA status, requirements, and will be available to all employees and non-employees somewhere on the website.
- Here is a link to the Salary Planner instructions, located under the Budget Development header: <https://infohub.jccc.edu/toolbox-articles/financial-services-budget/>

Ongoing Topics (5 minutes)

1. Item #70 - Desire for safer way for pedestrians to navigate parking lot north of SC/COM/GEB.

- 08/09/22 – Group moved to move this to Campus Services/Facilities Planning and the JCCC Police department to ask for a Traffic study with the City of Overland Park.
- Kristy Howell and Dan Robles to lead this effort
- 08/23/22 – No reported updates
- 9/13/22 – Tom Hall, Chief Russell, Officer Cathy Rhoades, and Officer Dan Robles will go out and look at the space and come up with a solution
- 09/27/22 – No reported updates

New Topics (35 minutes) -

1. **Item #75 - Maximizing the availability of the testing center to meet the needs of our diverse student population.**
 - **Staff Council Response:** Staff Council feels that we are not the appropriate venue for this concern.

2. **Item #76 - Reopen the recycling bins around campus designated to dining services' reusable materials.**
 - **Response from Kristy Howell, Coordinator Sustainability Education & Engagement:** Due to widely expanded duties across campus and hiring challenges, the Center for Sustainability no longer has staff available to manage the drop-off locations for reusable containers. Instead, all can return their containers to any of the several dining services locations across campus.

3. **Item #77 - Will medical benefits that begin in January include bariatric surgery**
 - 09/27/22 – Referred to the HR Subcommittee

4. **Item #78 - Publishing Staff Council minutes faster**
 - 09/27/22 – Leadership working on verbiage outlining the Staff Council meeting schedule and minutes process to present to the group at the 10/11/22 meeting. Once approved, will be published in the 10/11/22 meeting minutes.

5. **Item #79 - What is the difference between Admin Assistants and Coordinators, when in some areas, the positions are the same**
 - 09/27/22 – Referred to the HR Subcommittee

6. **Item #80 - Concerns about HR Sub Committee, not getting answers back fast enough. Questions about other committee work**
 - 09/27/22 – Would like HR Subcommittee and HR Benefits committees to provide responses to the group at the 10/11/22 meeting for review that will then be published in the minutes.

Staff Council Town Hall (5 minutes)

- October 25, 2:30-3:30 pm
- Kaitlin has arranged a zoom meeting and will prepare to send a notice out via InfoHub.
- Anticipate a draft of the PPT by 10/11/22 to send to the group

Committee Updates (30 minutes)

1) All Staff Meeting

- Select the team to coordinate the next meeting
- Spring All Staff Meeting Committee: Carol Gard, Kristy Howell, Karen Koller, Kaitlin Krumsick, Mary Ann Matos,

2) HR Subcommittee

- 09/27/22 – See above, under previous topics, completed #68 and #73

3) Inclusion and Engagement Committee

- 09/27/22 – No update or meeting

4) Sabbatical Committee

- 09/27/22 – No update or meeting

5) Space Committee

- 09/27/22 – No update or meeting

6) Benefits/Retirement Committee

- 09/27/22 – No update or meeting
- Spending the past month working on a PowerPoint with a series of proposals
- October 4, 2022, the full committee (not just Staff Council members) will be making a presentation to Cabinet that will include perks and years of service, among other items

7) Job Architecture RFP

- First meeting is scheduled for 9/30/22

8) College Council

- Met 09/21/22
- Discussion RE: Courses and Copyright
- Inviting Mark Swails, Copyright Librarian, to a future meeting to present and discuss what he is doing to address concerns
- Discussion RE: Communication concerns across campus
 - **Item #61 - Multiple concerns including a general lack of trust in senior leadership, a feeling that we are pushing experienced people out the door and devaluing the staff who are staying.**
 - Large topic with multiple concerns was moved from Staff Council to College Council, with multiple concerns and topic submissions through the Staff Council InfoHub page, there is a general sense of unease and worry about how the College communicates important issues to the entire campus community.

9) Other updates

- 09/27/22 – No other updates or meetings brought forward