

# Staff Council Meeting Minutes

Date | Thursday, Nov. 17

Time | 2:00PM

Location | MTC 107

## Attendance

**Present:** Jason Arnett, Sean Bergman, Angela Boyer, AnnLouise Fitzgerald, Latonya Hood, Kristy Howell, Jeff Hoyer, Robin Judkins, Karen Koller, Kaitlin Krumsick, Ed Lovitt, Austin Maxwell, Leslie Quinn, Dan Robles, Jill Sigler, Kim Steinmetz,

**Absent:** Carol Gard, Christina Seitzinger, Betsy Timm

## KBOR Systemwide General Education Transfer Model

Valerie Dorsey, Matthew Schmeer, and Kris Perales will share information with Staff Council concerning this KBOR Systemwide General Education Transfer Model (15 minutes)

- Goal – Align AA, AS, AFA degrees
- Implementation by fall 2024
- JCCC will set the stage for community colleges across the state of KS
- Students must finish the entire pathway (fill all buckets) at JCCC, to fulfill the general education requirements to transfer to a 4-year college
- Working with the specific departments that may be affected by the changes to the number of general education credits, as it may affect the number of total credits allotted in their programs
- More information to come as this progresses forward, prior to implementation

## Committee Reports

- HR Subcommittee
  - Item #77 - Will medical benefits that begin in January include bariatric surgery.
    - 09/27/22 – Referred to the HR Subcommittee
    - 10/10/22 – No update
    - 11/17/22 – Official Response:

### **HR Response:**

Employees are encouraged to reach out to Benefits when they have specific benefit questions or are welcome to come into HR office.

Below is a portion of the Benefit Highlights booklet that was mailed to all FT employee's home addresses back during Annual Open Enrollment in April. We also communicated all the changes by putting this booklet on our HR- BENEFITS INFOHUB page in the event employee's did not read the booklet that arrived by mail. We did add Bariatric Surgery to the medical plan and the other great changes/additions below were effective June 1, 2022.

## What's New This Year – effective June 1, 2022

- Members covered on the Blue KC medical plan will have pharmacy coverage under the OptumRx **Premium** formulary beginning June 1, 2022. Plan members affected by this formulary change will receive a letter in the mail from Blue KC regarding these changes.
- Blue KC will also be making the following changes to the medical plan effective June 1, 2022: Dependent Daughter Maternity, Assisted Reproductive Services, Bariatric Surgery, Gender Transformation (the medical plan Certificate of Coverage in your Blue KC member portal will have additional details). You may also call the **Blue Connect customer service team at 816-395-3380** for assistance.
- All covered members will receive **new ID cards** from Blue KC even if election changes were not made. There will be a QR code on the front of the card that when scanned will take you to your medical plan summary of benefits. The dollar amount of the in-network deductible and in-network out-of-pocket maximum will also be displayed.
- JCCC will have a **new Employee Assistance Plan (EAP)** partner effective June 1, 2022. Deer Oaks EAP Services will be our new vendor for employee and family counseling services. Contact Deer Oaks at 888-993-7650 or visit their website at [www.deeroakseap.com](http://www.deeroakseap.com) (username/password is JCCC), you can also email them at [EAP@DEEROAKS.COM](mailto:EAP@DEEROAKS.COM)
- Effective 1/1/2023 for new benefits plan year there are no plan design changes and will be passive enrollment – and employee's should watch mailboxes at home as OE Benefits Guide is being mailed out now to homes again AND it is also on our Infohub page. Medical premium did go up a bit- rates listed in the booklet. All other rates/premiums stayed same.
  - 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
    - 10/10/22 – No update
    - 11/17/22 – Official Response

## HR Response

- We have Admin Asst and Coordinator titled positions in multiple salary levels from 51.51 to 55.55. The level is determined by the essential duties of the job not the title of the job. Any issues with position (coordinator and administrative assistant doing the same work) should be addressed with a supervisor. We have yearly position audits – it is unclear how that will look this year due to the job architecture project.

## Staff Council Q: What positions will be reviewed first? Is there priority for these types of situations?

- Administrative and customer service positions will be the first reviewed – they make up the majority of the positions on campus (they account for 600 plus jobs). No company has been hired at this time as the RFP process is ongoing. Once a vendor is selected and been approved by the board then communications will be made to campus regarding process and timeline.

**Staff Council Q:** How will pay compression be addressed?

- Compression was addressed when positions were moved to the new salary tables. Once jobs are in the correct place – then Internal equity will be looked at to account for years of experience. Everyone has their own unique job description now, when job architecture is in place, it will standardize title, job level, and pay. It will be clear where employees can grow, how they can advance, information will be transparent and will be posted on the web.
  - Item #81 - Request to allow their pronouns to be on their JCCC name tags
    - 10/10/22 – Referred to HR subcommittee
    - 11/17/22 – Update - HR is waiting for an answer from Legal on this
  - Item #82 – Request to be able to Audit a credit class and have the cost of that class be covered just like taking a credit class for credit.
    - 10/10/22 – Referred to the HR subcommittee
    - 11/17/22 – Official Response

**HR Response**

[Tuition Reduction & Educational Assistance | Johnson County Community College \(jccc.edu\)](https://www.jccc.edu)

“Tuition reduction shall not be allowed for audit courses, APL, CLEP, GED, or similar courses; the college will, however, waive the fee to apply for advanced credit.”

This request would involve a couple pieces that would have to be looked into. A discussion would need to occur first with the Academic Branch to see how audit would impact the academic environment. An audit doesn't require the individual to officially do any classroom work, that may have unintended consequences for those paying for the class and the faculty teaching. HR would then need to evaluate the cost. A review of all employee benefits is on HR's radar, but it does not have a scheduled timeline for being reviewed.

- Benefits/Retirement Committee - (this group is not set to meet further)
  - 11/17/22 – Spoke about updates from CoTW and Special Board Meeting
- All Staff Meeting
  - 11/17/22 – Updates have had one meeting to discuss the spring event
  - Will be meeting again soon
- Job architecture RFP
  - 11/17/22 – Updates – First round did not choose a vendor
  - Will be accepting another round of RFP's
  - Timing is unknown at this time

- College Council
  - 11/17/22 – Update – College Council spent the bulk of its most recent meeting unpacking the Staff Council communications concerns topic with a robust review of communications across all areas of the College. More discussion to come.
- Space Committee
  - 11/17/22 – No update, have not met
- Sabbatical Committee
  - 11/17/22 – No update
- Inclusion and Engagement Committee
  - 11/17/22 – No update

## Previous Topics/Old Business

- Item #70 – Desire for safer way for pedestrians to navigate parking lot north of SC/COM/GEB
  - 11/17/22 – Update from Officer Dan Robles:
    - On 10/11/22 Officer Dan Robles met with Kathy Rhoades, JCCC Public Safety and Parking control Officer, Tom Hall, VP Campus Services, and Jeff Allen, Director of Campus Services in the east Student Center parking lot.
    - The group explored many options
    - Concerns included loss of at least eight (8) parking spots and costs of \$25,000 - \$30,000
    - Will continue to monitor, no action will be taken at this time.

***\*\*Time constraints did not allow for discussion on any of the following topics. All topics moved to discussion at 12/13/22 meeting.***

- Item #83 - Request to allow VERB excess hours to go to the sick leave bank.
  - 10/10/22 – No discussion
  - 11/17/22 – No discussion
- Item #84 - Request to be allowed to work extra hours in the office of diversity for extra pay.
  - 10/10/22 – No discussion
  - 11/17/22 – No discussion
- Item #85 - Concern about the master agreement salary increase for FY24. Has the non-bargaining unit ever departed from the master agreement amount? 0.5% seems way too small for next year if we want to recruit new employees.
  - 10/10/22 – No discussion
  - 11/17/22 – No discussion

## New Topics/New Business

- Item #86 - Desire to live stream certain events on campus (ex: president's address, management topics)
  - 11/17/22 – No discussion
  
- Item #87 - Can Human Resources (perhaps along with the various VPs?) develop and implement a training program for supervisors, managers, and Directors so that they may more quickly understand their roles whether they are promoted from within or hired from outside the College?
  - 11/17/22 – No discussion
  
- Item #88 - Desire for consistency in eligibility for tuition reimbursement amongst instructors (CE is not eligible, adjuncts are)
  - 11/17/22 – No discussion
  
- Item #89 - Recording staff council meetings or making them public
  - 11/17/22 – No discussion
  
- Item # (list item number and description)
  - Group discussion points:
  - Action taken:
  - Official response:

## Addendum

- HR Subcommittee meeting minutes
  - HR items added to close items #77, #79, #82 above