

# Staff Council Meeting Minutes

Date | Tuesday, April 23, 2024 | 2PM | Location | MTC 124

## Attendance

Present: Jason Arnett, Angela Boyer, Jerry Droge, AnnLouise Fitzgerald, Alicia Groenhagen, Mary Hanover, Ehren Hertel, Jeff Hoyer, Karen Koller, Kaitlin Krumsick, Ed Lovitt, Austin Maxwell, Dan Robles, Christina Seitzinger, Jill Sigler, Kim Steinmetz, Anne Turney, ~~James Drone~~

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Absent: Sean Bergman, Sherri Hanysz, Betsy Timm

## Approval of Past Minutes

- Approved minutes from 04/09/24

## Staff Council High Fives

1. Document Services and Marketing have done a great job of designing and producing visuals for Student Lounge and other areas in first floor COM.
2. The Foundation Team did a great job with the Scholarship Luncheon and all that they do for the students.
3. ~~T~~ Training students for a career in CDL or CNA while they learn English. Seven CNA students completed and 9 CDL students completed their credentials. CDL class runs essentially 7 days per week. Supports the pre-work for these careers that require language support. JCAE provides career services for these students and all are expected to have jobs by the end of summer.

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## New Topics/New Business

- Item 129 – Staff Council’s contribution to Shared Governance
  - We should start publicizing when things are finalized that we facilitated. Example: worked with Staff Development to initiate create Supervisor Training series produced by HR.
  - May create an annual report. Numbers will show that a large number of topics submitted are for increasing benefits or overtime/holiday pay which are decisions for the Board.
  - Response: Staff Council serves as a voice for staff on campus. We work to highlight concerns and questions of staff, directing those topics to the appropriate decision makers. For example, we work within the context of the HR Subcommittee to pass along HR topics and to publish responses. Some HR topics can be resolved within the HR Department but some would require Board action. We also strive to highlight the great work staff does at JCCC and create meaningful connections across departments to foster a stronger sense of engagement. An example of this work includes the All Campus Update and Staff Meetings during PLD Week, which Staff Council helps to plan. With College Council, we facilitated Focus Groups in conjunction with the Employee Engagement Survey conducted last fall. Staff Council is still a new entity on campus and is continually working to refine our place within the Shared Governance structure, in order to be a positive and welcoming place for staff.

## Previous Topics/Old Business

- Shared Governance Statement – Draft 2
  - Shared governance at JCCC is the culture of collaborative input across campus that supports decision makers in advancing the work of the college and its mission, vision, and values through established committees, councils, and other structures and processes. It is a core tenant of shared governance that stakeholders have the opportunity to be heard prior to decisions being made as decisions may impact a specific area. While administration, as empowered by the Board of Trustees, has ultimate decision-making authority, members of the JCCC community should have access to avenues of communication. The tradition of shared governance at JCCC is continually evolving in response to the needs of the institution.
- “culture” – use “system” or “spirit” or omit it or “is built on collaborative input”
- Open House – Tuesday, May 14<sup>th</sup>
  - Last half hour of meeting (3pm – 3:30pm)
  - Come to hear more about what SC does, how you can get involved.
  - In-person.
- Upcoming elections process
  - Will announce upcoming elections at Open House to encourage involvement

## Committee Reports

- Viva Engage Task Force
- New Employee Orientation (Angela, Jerry, Ehren)
- HR Subcommittee (Karen, Kim, Mary)
  - Restarting mid/late May
  - HR wants to designate one person from each of four subdivisions (Employee Relations, Staff Development, Employee Benefits and Wellness, and Compensation).
- Sabbatical Committee (Ed and Kaitlin)
- College Council (Jason Arnett)
  - ABC is developing a method to measure performance of shared governance.
- PLD Planning (including Updates Meeting and All Staff Meeting)