

## Staff JLMC Meeting Minutes

Wednesday, November 9, 2022 – 10:00am-12:00pm

### Attendance

Union Staff: Brian Harte, Althea Solis, Kress MacLaren

Management: Maira Lazdins, John Jenkins, Suzanne Greva, Sarah Lowe

Topic	Action Items	Obstacles	Other Notes
<p><b>Management:</b> Meetings and Process</p>	<ul style="list-style-type: none"> <li>❑ Agendas will be prepared 2 weeks in advance of meetings. We will add rough time limits for each agenda item.</li> <li>❑ Note taking duty will alternate between staff and management. Notes should be approved and posted on the portal within 2 weeks of the meeting.</li> <li>❑ Future meetings will have Breakout Rooms prepped for space to potentially caucus.</li> <li>❑ Maira has requested that the HelpDesk create a Shared Drive for JLMC documents.</li> </ul>		<p>Breakout Rooms: Management provided assurance that Breakout Rooms will be private (meetings not recorded).</p> <p>Post Meeting Update: Shared Drive was created and shared with the group on 11/9.</p> <p>Agenda Details: Rough time limits will be given for agenda items (non-restrictive). Each group's agenda items will be presented together - the order will alternate every meeting (for the next meeting, Staff will present their items first).</p>
<p><b>Management:</b> Bulletin Board Location</p>			<p>Location of the new staff board will be where the old entrance used to be – it will be located immediately to the left of where the security used to be.</p>

<p><b>Management:</b> Position Titles that Inactivate</p>	<ul style="list-style-type: none"> <li>❑ Create a protocol for Management to inform Staff of jobs that will be moving out of the Bargaining Unit.</li> <li>❑ Union Team will come up with written guidelines for information they would need/want, and on what timeline.</li> </ul>		<p>Currently: Maira noted that the Union currently has 1-2 weeks to consider changes and work with the employee before a position is moved out of the Bargaining Unit.</p> <p>Frequency: July will always be a busy time for new positions because of the updated budget. Otherwise, these types of updates will occur sporadically throughout the semester.</p>
<p><b>Management:</b> Communication regarding employee related information between Union Representatives, Management, and Staff</p>			<p>Maira asked that messages come from management first, before union follows-up with the employee. All agreed to this request.</p>
<p><b>Staff:</b> Dues</p>	<ul style="list-style-type: none"> <li>❑ Staff will present a form to Management providing clarification on the steps to joining the Union. Once approved, this document will be provided to all new hires in hopes of eliminating confusion.</li> <li>❑ Staff will review the current note that exists within the Workday Task and suggest clarifying edits, if necessary.</li> </ul>		
<p><b>Staff:</b> Workloads and Understaffing</p>	<ul style="list-style-type: none"> <li>❑ Staff will continue to collect feedback and data from a Staff Survey focused on job satisfaction.</li> </ul>		<p>Overview: Union leadership has been hearing from staff about negative ramifications due to campus unification (increased workloads and</p>

			<p>understaffing).</p> <p>Survey: Althea shared information about a new Union survey, explaining the framework and methodology for collecting feedback and data.</p> <p>Solutions: Looking ahead, Management asked that openness and consideration be given to options (beyond more staffing) for solutions.</p>
<p><b>Staff:</b> Clarification of Discipline Process</p>			<p>Tabled until the next meeting.</p>
<p><b>Staff:</b> HSA Benefit Deferment</p>	<p>❑ Both Management and Staff agreed that the decision was not communicated to the union in advance. In the future, more communication would be valuable.</p>	<p>Staff: Staff holds that the change in HSA disbursements is a deferment in benefits and a material change that negatively impacts employees. Union Staff expressed that CCA is putting the cost of turnover onto the people who are staying (because people who quit keep the full amount that was previously deposited in January).</p> <p>Management: Management does not consider the change to be a significant reduction to coverage, and thus, did not require a conversation with the Union. Management noted that the change creates additional funds for</p>	<p>Change in Benefit: HSA contribution disbursements were changed from 100% in January to 50% in January and then monthly disbursements starting in July.</p> <p>Management Impact: Management shared that the revised disbursement schedule is based on potential savings (previously, funds were going to employees who quit/left CCA early in the calendar year). Management does not want to invest in people that no longer work for CCA.</p> <p>Employee Impact: Union Staff shared that the change negatively impacts employees. Employees have reported that pending bills will not be paid. Potential procedures may be</p>

		the people who are here by not giving money to people who leave.	postponed. In an effort to quantify the reduction in benefits, staff used a 7% interest rate to calculate the change in benefit caused by disbursements being delayed.
Additional items and next steps:	<input type="checkbox"/> Draft agenda items due on Wednesday, November 30th		FLMC Training: The goal is for training to happen early in the new year (as required by the Union Contract)  Next Meeting: Wednesday, December 14th from 10-12pm

Submitted by: Kress MacLaren